

Nicole Carter

School Police officer

Philadelphia, PA 19134

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(267)250-7804

OBJECTIVE

My passion in life is to deliver friendly, efficient Customer Service and to create a warm and Welcoming atmosphere for all customers. With the key aim of attracting and retaining new customers.

Authorized to work in the US for any employer

Work Experience

Medical Assistant

Brightwood Career Institute - Philadelphia, PA

October 2017 to Present

Phlebotomy

Medical Terminology

Anatomy and Physiology

Pharmacology

Medical law and ethics

Medical front office

Electronic health records

Administering injections

Vital signs

Glucometers

Patient Charting

CPR/First Aid Certified

Urinalysis

Specimen Collection

OSHA Standards

HIPPA Guidelines

Glucometers

Security Officer

Securitas Security Services USA, Inc - Philadelphia, PA

June 2015 to Present

Responsibilities

Observed activity on monitors, prepared and write reports also work as concierge,.

Cashier

Walmart - King of Prussia, PA

November 2013 to October 2014

- Received payment by cash, check, credit cards, vouchers, or automatic debits.
- Issued receipts, refunds, credits, or change due to customers.

- Counted money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.
- Greeted customers entering establishments.
- Maintained clean and orderly checkout areas.
- Established or identify prices of goods, services or admission, and tabulate bills using calculators, cash registers, or optical price scanners.

School Police Officer

School District of Philadelphia - Philadelphia, PA
January 2009 to February 2012

- Recorded facts to prepared reports that document incidents and activities.
- Monitored, note, report, and investigate suspicious persons and situations, safety hazards, and unusual or illegal activity in patrol area.
- Identified, pursued, and arrested suspects and perpetrators of criminal acts.
- Patrolled specific area on foot, conveyance, responding promptly to calls for assistance.
- Reviewed facts of incidents to determine if criminal act or statute violations were involved.
- Rendered aid to accident victims and other persons requiring first aid for physical injuries.

CBO officer

We Overcome - Philadelphia, PA
January 2008 to June 2008

- Insured safety of students and staff.
- Performed duties assigned by principle
- Monitored students in recess and in the lunchroom.
- Cover in classrooms in the event that a teacher or substitute is not available.
- Served as a chaperone on class trips.

Building Maintenance

Cornerstone Christian Academy - Philadelphia, PA
January 2007 to June 2007

Responsibilities

Performs outside custodial duties such as snow removal as required.

Cleans and inspects boiler; treats water with proper chemicals.

Completes daily, weekly and monthly checklists on building equipment maintenance procedures and maintains records of scheduled maintenance procedures.

Responds to emergency maintenance requests as required.

Education

Medical Assistant

Brightwood Career Institute - Philadelphia, PA
October 2017 to September 2018

Diploma recieved in General Studies

Overbrook High - Philadelphia, PA
1995 to 1998

Skills

School District of Philadelphia Security Training; Brightwood Career Institute National Institute Retail Association; Computer Skills: Windows, Microsoft Word, Internet Research, E-mail.

Certifications/Licenses

CPR/First aid certified

November 2018 to November 2019

I can perform the Heimlich maneuver, CPR, AED, treatment of basic bleeding , treatment first aid burns, use of an epipen, treatment of choking infant, treatment of hypothermia.

Additional Information

I have volunteered for four years as a receptionist at PCOM.National Retail Association. I'm also working towards my certification in criminal justice at Stratford institute.