

Aaliyah Abrahams / Field: Criminal Justice

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QUALIFICATIONS PROFILE

- ✓ A multifaceted perspective and broad understanding of criminal justice, emphasizing institutional theory and practice in the context of diverse multicultural societies
- ✓ Comprehensive knowledge in the rule of law as the foundation which holds together the arenas of police, courts, and corrections, as well as other social institutions and the public
- ✓ Highly organized and detail-oriented with the ability to provide cross-functional collaborative leadership and maintain a strong team spirit
- ✓ Skilled in Microsoft Word, Excel, and PowerPoint, as well as in Titan and social media platforms

EDUCATION / LICENSURE



John Jay College of Criminal Justice, NY **Bachelor of Science in Criminal Justice, Graduated May 2018**

Maintained fulltime employment throughout college years



New York State Security Guard License

Trained in: the protection of persons and/or property from harm, theft, and/or unlawful activity; deterrence, observation, detection, and/or reporting unlawful or unauthorized activity; street patrol service; response to, but not installation or service of, a security system alarm; full understanding of Private Investigators, Bail Enforcement Agents, Watch, Guard or Patrol Agencies and Security Guards License Law

EMPLOYMENT



Security Industry Specialists, Inc. – New York, NY (Aug 2019-Present) **Security Specialist**

- ◆ Consistently meet or exceed expectations in the delivery of security for both people and facilities
- ◆ Provide excellent customer service to the client, its associates and facilities personnel
- ◆ Patrol assigned post maintain visibility and observe possible unusual activity
- ◆ Investigate and report maintenance and safety conditions which might endanger client, its associates or public safety, including fires, evacuations, hazardous situations, or other facility related events; provide back up to client personnel as needed
- ◆ Ensure that daily administrative documentation is kept concise and complete at all times; maintain all daily assigned equipment in functional and presentable condition
- ◆ Respond to all requests for assistance relayed by Supervisor or client; complete various company or client assignments as required; submit reports to superior officer
- ◆ Investigate security related accidents/incidents, interview witnesses, complaints, and victims; responsible for gathering physical evidence and preserving it for future use; complete report and follow up with management as needed
- ◆ Responsible for ensuring that all employees, suppliers, and visitors on company property have proper company issued identification; ensure that the client, its associates, and facility personnel are provided with a safe and professional work environment
- ◆ Effectively handle crowd control and assist Police Department/Fire Department/EMS or other officials during these processes; maintain control at traffic accidents, assist victims, and investigate causes

Regus, NYC – New York, NY (July 2018-Present) / **Office Assistant**

- ◆ Provide highly efficiently support in the management of retail style business offices; control front desk with a high volume of inbound client, guest, vendor, and telephone activities; accurately schedule office and meeting room reservations
- ◆ Coordinate administrative and hospitality services to clients including catering, mail, and faxes
- ◆ Record and process associated billable services

Aldi's – Brooklyn, NY (Jan 2015–July 2018) / **Crew Member**

- ◆ Extended superior customer service to this busy retailer to ensure the ideal shopping experience; precisely evaluated customer requirements; generated excellent relations to produce new and repeat business
- ◆ Handled sales orders and cash/credit transactions; managed product inventory control

Kingsborough Community College – Brooklyn, NY (Sep 2013-Jun 2014)

Administrative Assistant

- ◆ Delivered exemplary administrative support to the Program Director and staff of the Accelerated Study in Associate Programs Department
 - ◆ Entered and maintained student information into database while adhering to college standards, policies and procedures; organized and archived student records with accuracy and confidentiality
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