VALENTINA DE LEÓN

Entry-level Security Guard

✉ valentina.leon@email.com ☎ (123) 456-7890 ⦿ Boston, MA

🔗 LinkedIn

WORK EXPERIENCE

Hostess
Chili's

📅 2019 - current ⦿ Boston, MA

- Established friendly rapport with customers, **increasing customer satisfaction by 16% and overall revenue by 21%**
- Presented daily specials and recommendations to guests upon seating, increasing bar sales by 14%
- Organized and scheduled reservations for 35+ customers per day
- Collaborated with 7 hostesses to manage reservations and seating charts, increasing effectiveness by 23%
- Awarded Hostess of the Year in 2018 and 2019

Nanny
Nanny Lane

📅 2018 - 2019 ⦿ Boston, MA

- Supervised after-school schedules for twin girls, both aged 14
- Planned and cooked meals/snacks to offer daily recommended servings of fruit and vegetables
- Coordinated driving schedules with parents, **increasing efficiency by 43% and reducing family complaints by 12%**
- Tutored children in English and algebra, improving average English essay scores by 36% and average algebra test scores by 49%

Barista
Starbucks

📅 2016 - 2018 ⦿ Boston, MA

- Upsold seasonal specials based on customer's preferences, increasing sales revenue by 26%
- Cleaned, organized, and stocked inventory shelves
- Planned regular customer orders in advance, increasing customer satisfaction by 23% and sales revenue by 11%
- Resolved customer complaints with a 92% success rate

CAREER OBJECTIVE

Respected and personable professional experienced in conflict resolution, time management, and team collaboration. Eager to deliver strong management and observation skills to create a secure and inviting environment for staff, clients, and guests at Prosegur.

EDUCATION

High school diploma
Boston Latin High School

📅 2014 - 2018 ⦿ Boston, MA

Awards

- 3.4 GPA
- Journalism Club President from 2015 to 2017

SKILLS

- Creative
- Analytical
- Adaptable
- Organized
- Compassionate
- Courageous
- Purpose-driven
- Attentive

Security Busineb Practreferencevol5

Institute for Business Planning, inc

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    Security for Business Professionals Bradley A. Wayland,2014-08-12 Security for Business Professionals offers business executives and managers everything they need to set up a security program especially for those who don t have the resources to hire an in house security staff It can also be used for assessing the adequacy of an existing security program The book provides an overview of the key security objectives and challenges that managers face such as how to measure the effectiveness of a security program and balance the costs and benefits It also shows how to develop security procedures that conform to key regulatory requirements and how to assess an organization s most important risks vulnerabilities and threats Security for Business Professionals addresses key physical and informational security concerns including areas such as asset protection loss prevention and personnel security It also discusses how to develop emergency and incident response plans and concludes with suggested safety and security exercises and training recommendations Written in an introductory and accessible way for those new to security Illustrates key concepts with case studies and real world examples from a wide variety of industries Provides recommended readings and checklists for more in depth coverage of each topic

    <u>Introduction to Security Consulting</u> William F. Blake,2019-08-29 Today s business owner is facing a new set of challenges to provide for a safe and secure business environment But the prudent business owner has only to look to the professional security consultant for assistance in developing strategies to achieve that goal This unique book provides the private investigator with the information to become a proactive partner with the business owner in enhancing the safety and security within the business The text includes information pertaining to the legal ramifications of negligent security claims how to ensure employees are whom they claim to be optimum utilization of security personnel and electronic security devices and systems development of relevant security related policies and procedures and supervision and management controls The book s 34 chapters are written in a very clear and concise style and include such topics as elements of premises liability and negligent security inadequate security adequate background investigations qualifications of a security force warehouse and cargo security successful business marketing armed or unarmed status separating high risk employees workplace violence programs officer training preventing internal theft and fraud employing subcontractors home and personal safety guard post orders parking lot lighting home security weaknesses preparation for litigation crisis management guidelines convenience store security protecting human assets and developing a business safety and security plan *Enterprise Security for the Executive* Jennifer Bayuk,2009-11-25 A guide to security written for business executives to help them better lead security efforts Enterprise Security for the Executive Setting the Tone from the Top is designed to help business executives become familiar with security concepts and techniques to make sure they are able to manage and support the efforts of their security team It is the first such work to define the leadership role for executives in any business s security apparatus In Enterprise Security for the Executive author Jennifer Bayuk a highly regarded information security specialist and sought after

consultant and speaker explains protocols and technologies at just the right level of depth for the busy executive in their language not the tech speak of the security professional Throughout the book draws a number of fact based scenarios to illustrate security management basics including 30 security horror stories and other analogies and terminology not commonly shared outside of the security profession   *Intelligence-Based Security in Private Industry* Thomas A. Trier,2015-06-22 In Intelligence Based Security in Private Industry Thomas A Trier identifies the inherent need and desire for intelligence based security that exists throughout the private security industry He provides a general overview of intelligence based security and specific implementation guidelines to reduce private businesses risk and vulnerability to criminal activities This book is practical and informational demonstrating real applications of the concepts theories and methods of gathering and acting upon information that may suggest a threat to a company It explains the difference between risk assessments vulnerability assessments and threat assessments defines external and internal threats and outlines how strategies to address either form of threat differ It also establishes an outline of four key parts to an effective intelligence program assessment evaluation analysis and mitigation Trier illustrates concepts and strategies with specific examples of his past experiences using and developing intelligence based plans to improve security systems He provides these case studies as guides to developing similar programs in your company because as he points out any capable adversary with the intent to attack also is running its own intelligence program Using in house intelligence based security can make you better prepared against physical and virtual threats ranging from theft of goods to identity theft It allows you to have more critical information at hand prior to a possible incident and to make more informed decisions in anticipation of or response to threats Intelligence Based Security in Private Industry shows you how to acquire this information and how to use it for your protection   Security Business Practices Reference: Reliable practices for security professionals seeking to improve security within their organizations ,1998   *Introduction to Business and Industrial Security and Loss Control* Raymond P. Siljander,2008 This book presents a treatise on the topic of business and industrial security and loss control as it applies to the protection of assets and personnel The material in this thoroughly revised and updated second edition will enable law enforcement officers security loss control personnel and business managers to view security loss control needs from a broad perspective and thus devise security measures that will reflect a well thought out systems approach The book contains a wide range of information and is presented in terms that will be meaningful to readers that do not have formal training or experience in the field of security and loss control The information is of a practical nature which if applied in a variation that is consistent with specific needs will tailor a program that will result in a well understood balanced systems approach Through further understanding the effectiveness of police and security personnel is enhanced as they perform crime prevention duties and assist local businesses in upgrading security measures Replete with numerous illustrations and tables the author provides a security loss control survey for businesses plus an overview of security for both businesses and

industries Specialized chapters on executive protection fire dynamics and hazardous materials security cameras loss control surveys loss control manager participation and managerial leadership are included This book will help the officer fine tune investigative techniques when a crime such as a burglary has been committed at a business   *Security Management* Michael Land,Truett Ricks,Bobby Ricks,2013-12-04 Security is a paradox It is often viewed as intrusive unwanted a hassle or something that limits personal if not professional freedoms However if we need security we often feel as if we can never have enough Security Management A Critical Thinking Approach provides security professionals with the ability to critically examine their organizational environment and make it secure while creating an optimal relationship between obtrusion and necessity It stresses the benefits of using a methodical critical thinking process in building a comprehensive safety management system The book provides a mechanism that enables readers to think clearly and critically about the process of security management emphasizing the ability to articulate the differing aspects of business and security management by reasoning through complex problems in the changing organizational landscape The authors elucidate the core security management competencies of planning organizing staffing and leading while providing a process to critically analyze those functions They specifically address information security cyber security energy sector security chemical security and general security management utilizing a critical thinking framework Going farther than other books available regarding security management this volume not only provides fundamental concepts in security but it also creates informed critical and creative security managers who communicate effectively in their environment It helps create a practitioner who will completely examine the environment and make informed well thought out judgments to tailor a security program to fit a specific organization   **Manager's Guide to Enterprise Security Risk Management** Brian Allen,Rachelle Loyear,2018-05-15 Is security management changing so fast that you can t keep up Perhaps traditional best practices in security no longer work Then you need better best practices Two experienced professionals introduce ESRM This practical organization wide integrated approach redefines securing your people and assets from task to risk based   *Security Business Practices Reference* ASIS Council on Business Practices Staff,2000   Start and Run a Security Business Katherine Matak,2016-02 This book is the definitive guide on how to successfully launch a security business to save you time money and legal problems It offers practical advice on how to develop business clientele deal with safety issues and overcome liability challenges   **Security Leader Insights for Business Continuity** Phil Hopkins,2014-09-11 How do you as a busy security executive or manager stay current with evolving issues familiarize yourself with the successful practices of your peers and transfer this information to build a knowledgeable skilled workforce the times now demand With Security Leader Insights for Business Continuity a collection of timeless leadership best practices featuring insights from some of the nation s most successful security practitioners you can This book can be used as a quick and effective resource to bring your security staff up to speed on security s role in business continuity Instead of re inventing the wheel when faced with a new challenge these proven

practices and principles will allow you to execute with confidence knowing that your peers have done so with success It includes chapters on the business resiliency and emergency preparedness leading during a crisis corporate social responsibility and the Voluntary Private Sector Preparedness Certification Program Security Leader Insights for Business Continuity is a part of Elsevier s Security Executive Council Risk Management Portfolio a collection of real world solutions and how to guidelines that equip executives practitioners and educators with proven information for successful security and risk management programs Each chapter can be read in five minutes or less and is written by or contains insights from experienced security leaders Can be used to find illustrations and examples you can use to deal with a relevant issue Brings together the diverse experiences of proven security leaders in one easy to read resource   *Guarding Your Business* Manu Malek,Sumit Ghosh,Edward A. Stohr,2005-12-30 Guarding Your Business outlines the organizational elements that must be in place to protect the information and physical assets of typical businesses and organizations The book recognizes the need for an architecture integrated within the organizational environment for systematic protection Such an architecture is offered along with the building blocks to make organizations resistant to human error and resilient under physical attack or natural disaster The book addresses risk assessment determination of quality of service levels that balance safety versus cost security versus privacy determination of access rights to data and software and a security conscious culture in the organization Questions answered by experts from academia and industry include How can one organize for security What organizational structures policies and procedures must be in place What legal and privacy issues must be addressed   Rethinking Corporate Security in the Post-9/11 Era Dennis R. Dalton,2003-06-26 The attacks on the World Trade Center and the Pentagon on September 11 2001 changed the way the world thinks about security Everyday citizens learned how national security international politics and the economy are inextricably linked to business continuity and corporate security Corporate leaders were reminded that the security of business intellectual and human assets has a tremendous impact on an organization s long term viability In Rethinking Corporate Security Fortune 500 consultant Dennis Dalton helps security directors CEOs and business managers understand the fundamental role of security in today s business environment and outlines the steps to protect against corporate loss He draws on the insights of such leaders as Jack Welch Bill Gates Charles Schwab and Tom Peters in this unique review of security s evolving role and the development of a new management paradigm If you truly wish to improve your own skills and the effectiveness of your Corporation s security focus you need to read this book Presents connections of theory to real world case examples in historical and contemporary assessment of security management principles Applies classic business and management strategies to the corporate security management function   **The Standard Security Guide to Business Agreements** Standard Security Life Insurance Company of New York,1972   **Security for Your Business** Institute for Business Planning, inc,1957   **The Security Leader's Communication Playbook** Jeffrey W. Brown,2024-10-04 This book is for cybersecurity leaders across all industries and

organizations It is intended to bridge the gap between the data center and the board room It provides just enough practical skills and techniques for security leaders to get the job done   Security Business Practices Reference ,2001-06-01

    Security Relationship Management Lee Parrish,2025-04-21 Aligning security with business goals is vital for managing risks without harm This book shows CISOs how to use marketing concepts like segmentation and SRM to customise messaging build relationships and enhance business alignment Discover strategies to optimise cybersecurity   *Workplace Security Essentials* Eric N. Smith,2014-04-21 Summary A practical how to guide for improving workplace safety and security without spending significant resources   **Private Security Business Startup** Javed Iqbal,2018-08-14 PRIVATE SECURITY BUSINESS STARTUP is not just a how to guide in business start up books it contains everything you wish to know when starting a private security business You will find all information you needed from start to run a successful private security business This book is ultimately an answer to the question How can we setup our own private security company get more clients and generate big revenue You will also learn Everything you need to start a company How to get your company approved by SIA without the wasted time money and efforts How to manage everyday operations of your company How to hire the best security officers for your business needs How to apply digital and social media strategies to promote your business

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