

Dorothy Williams

2717 W. Polk, Chicago, IL 60612 | 312.669.4405 | Dw731914@gmail.com

Objective

- My objective is to find a company where I can grow and establish stability. I would like to utilize my skills as well as can gain new ones.

Skills & Abilities

MANAGEMENT

PROBLEM SOLVING AND CONFLICT RESOLUTIONS

COMMUNICATION

LEADERSHIP

Experience

ASSITANT MANAGER | DD² CONSULTING CO| NOVEMBER 2020 - PRESENT

- Set up and maintain paper and electronic filing systems for records, correspondence, and other material.
- Make copies of correspondence or other printed material.
- Review work done by others to check for correct spelling and grammar, ensure that company format policies are followed and recommend revisions.

SECURITY GUARD |FOX SECURITY SOLUTIONS| APRIL 2020 – OCTOBER 2020

- Answer telephone calls to take messages, answer questions, and provide information during non-business hours or when switchboard is closed.
- Inspect and adjust security systems, equipment, or machinery to ensure operational use and to detect evidence of tampering.
- Operate detecting devices to screen individuals and prevent passage of prohibited articles into restricted areas.

SECURITY GUARD |WGN| JUNE 2017 – AUGUST 2018

- Monitor and authorize entrance and departure of employees, visitors, and other persons to guard against theft and maintain security of premises.
- Write reports of daily activities and irregularities such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences.
- Answer telephone calls to take messages, answer questions, and provide information during non-business hours or when switchboard is closed.