

AT

Angel Turner

Professional Summary

Flexible Officer in the security industry willing to work all shifts and holidays. Also, dedicated to meeting the security needs of all facilities, preserving resources and maximizing the effectiveness of all safety measures.

Work History

Cumberland County Prison - Corrections Officer

Carlisle, PA

03/2017 - Current

- Full Time 40 + hours per week
- Joined Transport, FERT, and SRT Teams.
- Maintained accurate and detailed logs of all events that occurred during each shift.
- Processed and logged accurate and detailed incident reports.
- Noted and followed up on any unusual behavior.
- Monitored security camera system day and night to protect lives and property.
- Responded quickly and effectively to all security violations and duress alarms.
- Maintained care, custody and control of all inmates.
- Monitored building access and identified all officials and employees before authorizing their entrance.

Allied Universal Corporation - Security Officer

Shippensburg, PA

08/2016 - 03/2017

- Full Time 40 + hours per week
- Circulated among visitors, patrons and employees to preserve order and protect property.
- Secured all doors in the office and main building after hours.
- Monitored and authorized entrance and departure of employees and visitors.
- Inspected equipment, structures and materials to identify the cause of errors and defects.
- Denied entrance to the building to unauthorized persons.
- Monitored and authorized entrance and departure of vehicles, cargo

angelrturner@aol.com

(717) 250-4191

1921 Esther Dr., Carlisle, PA 17013

Skills

- Safety and security
- Crime prevention
- File and records management
- Surveillance
- Emergency response
- Observant
- Inmate management
- Skilled in conflict resolution

Education

1995

Cumberland Valley High School

Mechanicsburg, PA

High School Diploma

2010

International Sports Science Association

Carpinteria, CA

Master Trainer: Exercise Science

2013

Greater Harrisburg Area Of Realtors

Enola, PA

Real Estate Certificate: Real Estate

trucks and visitors.

- Monitored central alarm system for fire, intrusion, and duress alarms and responded when needed.
- Responded to calls in both routine and emergency situations.
- Maintained accurate and detailed logs of all events that occurred during each shift.
- Processed and logged accurate and detailed incident reports.
- Responded quickly and effectively to all security violations and duress alarms.

Century 21 A Better Way - Realtor

Carlisle, PA

04/2013 - 02/2017

- Full Time 40 + hours per week
- Interviewed clients and generated lists meeting specific requirements from available properties.
- Advised sellers on how to make homes more appealing to potential buyers.
- Followed-up the escrow process, coordinated contingency removal of property inspection and ensured the timely closing of escrow.
- Coordinated appointments to show tenants and buyers prospective homes.
- Reviewed and executed confidential documents, contracts and disclosures.
- Presented purchase offers to sellers for consideration.
- Worked closely with clients to get the appropriate loans, inspections and credit reports.
- Guided clients from beginning to end of the home buying process in choosing the right property.
- Managed contracts, negotiations and all aspects of sales to finalize purchases and exceed customer expectations.
- Negotiated, facilitated and managed real estate transactions.
- Established positive flow of communication with agents, clients, attorneys and all personnel involved in closing transactions.

Michael's Arts And Crafts - Stock Clerk

Carlisle, PA

05/2013 - 06/2014

- Part Time 32 hours per week
- Cleaned and organized the store, including the checkout desk and displays.
- Priced merchandise, stocked shelves and took inventory of supplies.
- Responded to all customer inquiries thoroughly and professionally.
- Fostered a positive work environment by consistently treating all employees and customers with respect and consideration.
- Investigated and resolved customer inquiries and complaints in a timely and empathetic manner.
- Stocked and replenished merchandise according to store merchandising layouts.

- Stocked shelves with unpacked items, ensuring proper labeling in clear and visible areas.

Golds Gym - Personal Trainer

Carlisle, PA

04/2011 - 06/2013

- Part Time 32 hours per week
- Provided clients with safe and reasonable exercises that they can perform at home or at the gym.
- Designed and executed individual and small group exercise fitness programs and regimens.
- Taught clients how to properly operate exercise equipment.
- Measured clients' overall fitness by completing comprehensive evaluations and physician clearances.
- Assisted clients in finding new ways to inspire healthier habits.
- Attended to the needs of visitors by aiding and providing customer service in a fast-paced environment.
- Scheduled and conducted fitness orientation appointments with new members.
- Explained exercise modifications and contraindicated movements to participants with a history of injury.
- Maintained detailed personal training records and updated progress after each session for each client served.

Turner And Eminhizer LLC - Self Employed Business Owner

Hollidaysburg, PA

01/2001 - 05/2013

- Full time 40+ hours per week
- Oversaw business budget planning and administration, accounting functions, purchasing and bi-weekly payroll to handle financial needs.
- Accurately logged all daily shipping and receiving orders.
- Managed wide variety of customer service and administrative tasks to resolve customer issues quickly and efficiently.
- Handled heavy flow of paperwork and cooperated with accounting department on invoicing and shipping problems.
- Obtained documents, clearances, certificates and approvals from local, state and federal agencies.

Army Reserves - Soldier

Annville, PA

05/1994 - 07/1995

- Maintained 100% accountability of all assigned equipment.
- Tracked and filed administrative paperwork and personnel folders.
- Documented and processed classified materials.
- Updated and filed supply records and forms.
- Trained in the use of tear gas and explosives.

