

Najee Brown

Motivated professional seeking to add value to your company

Swedesboro, NJ 08085

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Will relocate for the right position

Authorized to work in the US for any employer

Work Experience

Security Supervisor

Metro One Loss Prevention - Swedesboro, NJ

February 2018 to Present

- *Conduct patrols and report suspicious activity, safety hazards, unusual circumstances, maintenance issues, accidents, issues and/or behavior
- *Monitor building activity, secured access and prevent unauthorized access
- *Conducts various audits and complete various activity logs
- *End of shift data entry, incident reporting
- *Respond to alarms in accordance to SLA standards
- *Client key access control, screening and badging
- *Participate in Emergency Evacuation response

Configuration Technician

Tech Data - Swedesboro, NJ

July 2017 to January 2018

- *Performs to standards in multiple functions (i.e., productivity, performance, safety, quality, etc.)
- *Prepared ordered equipment with desired changes and updates (including labels, updates to OS, changes to hardware and functionality, etc.)
- *prepared orders to be processed and transported by a certain deadline

Warehouse Associate

Jet.com - Pedricktown, NJ

January 2017 to May 2017

- *Assembled products for outgoing orders
- *Packaged orders to be ready for shipment
- *Breakdown, receive and add inventory of incoming shipments
- *Consolidate inventory to provide space to incoming inventory

Music Teacher

Gymboree Play and Music - Forest Hills, NY

May 2016 to December 2016

- *Maintain room and activity areas.
- *Ensure rooms and space are clean and organized at program end.
- *Monitor all children to ensure proper use of outdoor equipment.

*Complete set up procedures to ensure daily program success.

Sales Representative/Customer Service

Encore College Bookstores, Inc - New York, NY

January 2009 to March 2016

- *Respond promptly to customer inquiries in person or via telephone and email
- *Process customer orders, forms, applications, and requests
- *Maintain paper and computer based files and administrative systems
- *Assist customers in selecting merchandise and services to best fit their needs

Assembly Specialist/Warehouse Clerk

Drugstore.com, Inc - Swedesboro, NJ

August 2008 to January 2009

- *Assembled products for outgoing orders
- *Packaged orders to be ready for shipment
- *Maintained a clean work area

Park Ranger

James G Atkinson/ Sewell Park - Sewell, NJ

May 2008 to September 2008

- protecting and supervising designated outdoor areas
- patrol the grounds and make sure that campers, hikers and other visitors are following the rules--including fire safety regulations
- and do not disrupt the natural environment
- End of shift clean up and garbage disposal
- Keeping log of daily events

Education

diploma

Kingsway Regional High School

Skills

- Cash (3 years)
- Cash Handling (3 years)
- Customer Service (7 years)
- RECEPTIONIST (7 years)
- RETAIL SALES (7 years)
- Security (5 years)
- CCTV (5 years)

Certifications and Licenses

Armed SORA

July 2023 to July 2024

New Jersey security license

CPR Certification

Certified Bookkeeper

Present

Certified with the American Institute of Professional Bookkeepers

Quickbooks Proadvisor

September 2023 to September 2024

Certified in Quickbooks Online and listed on their proadvisor listing

Assessments

Customer service — Proficient

May 2023

Identifying and resolving common customer issues

Full results: [Proficient](#)

Managing accounts in QuickBooks — Proficient

May 2023

Using QuickBooks software to manage business financials

Full results: [Proficient](#)

Work style: Reliability — Proficient

April 2023

Tendency to be reliable, dependable, and act with integrity at work

Full results: [Proficient](#)

Delivery driver — Proficient

April 2023

Interpreting instructions or signs and solving problems

Full results: [Proficient](#)

Bookkeeping — Proficient

May 2023

Calculating and determining the accuracy of financial data

Full results: [Proficient](#)

Customer focus & orientation — Completed

May 2023

Responding to customer situations with sensitivity

Full results: [Completed](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Additional Information

Skills

Excel (5 years),
Clerical (5 years),
Online Marketing (5 years),
Customer Service (10+ years),
Cashier (10+ years)
Cash Handling (6 years),
Inventory (5 years),
Operating Phones (8 years)