


KELLI SINGLETARY

Hospitality

(240) 484-5336 

kellisingletonary@gmail.com 

Bladensburg, MD 20710 

CAREER OBJECTIVE

To acquire a position within an institution which allows me to utilize my vast range of training and experience in Customer Service, Hospitality Management and Culinary Arts.

EXPERIENCE

PChange Protective Services, SECURITY GUARD, Hyattsville, MD

Security Guard

Jan 2021 - Present

- 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.
- Call police or fire departments in cases of emergency, such as fire or presence of unauthorized persons.
- Answer alarms and investigate disturbances.
- Circulate among visitors, patrons, or employees to preserve order and protect property.
- Escort or drive motor vehicle to transport individuals to specified locations or to provide personal protection.
- Answer telephone calls to take messages, answer questions, and provide information during non-business hours or when switchboard is closed.
- Warn persons of rule infractions or violations, and apprehend or evict violators from premises, using force when necessary.

Contemporary Services Corporation, Upper Marlboro, MD

Security Officer

Jul 2018 - Present

- Monitored and authorize entrance and departure of employees, visitors, and other persons to guard against theft and maintain security of premises.
- Written reports of daily activities and irregularities such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences.
- Called police or fire departments in cases of emergency, such as fire or presence of unauthorized persons.
- Answered alarms and investigate disturbances.
- Answered telephone calls to take messages, answer questions, and provide information during non-business hours or when switchboard is closed.
- Warned persons of rule infractions or violations, and apprehend or evict violators from premises, using force when necessary.

Montgomery College, Follett Higher Education Group, BOOKSTORE & CAFÉ, Takoma Park, MD

SALES ASSOCIATE

Aug 2016 - Mar 2022

- Greeted customers and discuss the type, quality and quantity of merchandise sought for rental.
- Computed charges for merchandise or services and receive payments.
- Provided information about rental items, such as availability, operation or description.
- Rented items, arrange for provision of services to customers and accept returns.

11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50
51
52
53
54
55
56
57
58
59
60
61
62
63
64
65
66
67
68
69
70
71
72
73
74
75
76
77
78
79
80
81
82
83
84
85
86
87
88
89
90
91
92
93
94
95
96
97
98
99
100

- Explained rental fees, policies and procedures.
- Prepared rental forms, obtaining customer signature and other information, such as required licenses.
- Prepared merchandise for display, or for purchase or rental.

Montgomery College, Takoma Park, MD

Public Safety

Aug 2020 - Nov 2021

- Recorded facts to prepare reports that document incidents and activities.
- Monitored, note, report, and investigate suspicious persons and situations, safety hazards, and unusual or illegal activity in patrol area.
- Identified, pursue, and arrest suspects and perpetrators of criminal acts.
- Patrolled specific area on foot, responding promptly to calls for assistance.
- Rendered aid to accident victims and other persons requiring first aid for physical injuries.
- Relayed complaint and emergency-request information to appropriate agency dispatchers.
- Evaluated complaint and emergency-request information to determine response requirements.
- Inspected public establishments to ensure compliance with rules and regulations.

EDUCATION

University Of Maryland Eastern Shore Princess Anne, MD

Hospitality Management Bachelor

Expected graduation Present

Washington, DC

Jan 2018

MarylandDC Security License

Prince Georges Community College

Oct 2016

ServSafe Proctor Certification

Prince Georges Community College

Jan 2012

Culinary Arts/Hospitality Certification

Kittrell Job Corps Center NC

Feb 2010

Culinary Arts Certification

ADDITIONAL SKILLS

Wish(ESS Scheduling) system

POS System

ESS System

Communication

Leadership

Interpersonal Skills

CERTIFICATIONS

ServSafe Proctor Certification, October 2016

Culinary Arts Certification, February 2016

Culinary Arts/Hospitality Certification June 2010- June2012

Bartending Certification, December 2014

Maryland Security License, January 2018

ServSafe Certification, October 2011

REFERENCES



(443) 248-3911
rubin-mrubin@csc-usa.com
Professional

(240) 423-9682
young_natasha24@hotmail.com
Personal

COMMUNITY SERVICE

National Society Of Minorities In Hospitality, Eastern Shore, MD
Membership

Nov 2021 - Present

Culinary? Michelle W.? St.