| Alexsus Banks | 8290 Opal Rd  Warrenton ,VA 20186  **(540)359-1088**  **Alexsusbanks1@gmail.com** |
| --- | --- |
| Main ObjectiveLooking for a challenging role in a reputable organization to utilize my technical, database, and management skills for the growth of the organization as well as to enhance my knowledge about new and emerging trends in the IT sector.EXPERIENCEGeneral Dynamics-Document Management Administrator  * Process of organizing the business's personnel and resources to meet business goals and objectives.  NewAge Inc, Fort Belvoir VA— *Security Monitor* January 2020 - February-2022  * Secure assigned post location. * Greet all visitors, vendors, and employees; while continuously maintaining the standards of excellence in presentation and professionalism. * Exhibit Excellent Customer Service * Control Access to designated areas  Global Security Services Inc, Sterling VA— *Senior Officer* November 2018-PRESENT • Aircraft Access Control: by assuring that only authorized personnel enter the aircraft while on the ground.  • Aircraft Ramp Access Control: by providing AOA access control & safety oversight while aircraft is on the ground  • Aircraft Search: by meticulously searching all areas of the aircraft according to company, and federal regulations to ensure the safety of travelers pre-departure.  • Baggage Security: by surveillance of bag room & baggage make up area to ensure no baggage is stolen or pilfered.  • Catering Security: by providing surveillance at the catering kitchen, searching all catering equipment, and ensuring that nothing is tampered with in transit from the facilities to aircraft.  • Passenger Verification: by providing exemplary customer service in airport terminal while making sure that all passengers have valid identification and are authorized to board flights KT protective services , Manassas VA — Loss prevention officerMay 2018 -July2018  * Conduct regular patrols of the sales floor. * Accompany store employees in rounds outside the store * Report suspicious activity or behavior to management. * Present a deterrent to suspicious persons and activity. * Help provide a friendly, secure atmosphere for store customers.    ADT( American District Telegraph) , Fredericksburg VA— Security specialistJuly 2018 -October 2018  * Sales Support SpecialistDuties and Responsibilities:In this role the ideal candidate will assists the government team and clients through each step of the sales process, this includes helping resolve any concerns or questions that arise * Sales Support SpecialistDuties and Responsibilities:In this role the ideal candidate will assists the government team and clients through each step of the sales process, this includes helping resolve any concerns or questions that arise * They will also drive and lead the management of new market opportunities through data sourcing * Assist the proposal team in the structure and layouts of all Federal Government RFP's and RFI's * Track and organize all government driven activities across ADT Commercial  Fauquier Health, Dietary Aid-Warrenton VAJuly 2012- January2015  * Serves meals that are palatable and appetizing in appearance at designated meal times * Sets up meal trays, food carts, dining room, etc., as instructed   Assists in checking diet trays before distribution  Assists in serving meals   * Prepares and delivers snacks, etc., as instructed   Delivers food carts, trays to designated areas  Executing diet spreadsheets   * Cleans work tables, meat blocks, refrigerators/freezers etc.   Washes and cleans utensils as directed Fauquier Health, Patient Transporter-Warrenton VAJuly 2012- January2015  * Adhere to patient transfer procedures at all times. * Maintain professionalism and uphold patient confidentiality. * Provide excellent customer service to patients and visitors to ensure they are in a friendly environment and feel comfortable. * Monitor transportation equipment for needed repairs.  EDUCATIONLiberty High School, Bealeton VA — *High school diploma* August 2009- June 2013 | Internship Big Teams - Warrenton, VA  April 2011 to April 2011    Software and Development  ● Whirks software that resizes pictures for articles, photos galleries, and webpage's. And also Big Teams are designed for sports events around the  county in Virginia.  ● They do custom graphic design for your site based on the school colors,  mascot and desired pictures. Volunteer ● Cemetery Administration for Veterans: Culpeper, VA 22701 07/2010 Honor the veterans on Memorial Day, and Corps were able to walk the cemetery  grounds and place flags.  ● World Changers, Bonne Terre Missouri, 6-12 of July, We exist to serve  churches in their mission of making disciples by providing missions  experiences that develop the heart of students for serving others and sharing the gospel so they can change the city and change the world. This is  accomplished through specifically focused meaningful mission's  experiences in strategic cities of all sizes. Certifications/Licenses**DCJS**  June 2018 to June 2022  Police and Peace Officer Training - DCJS Office of Public Safety (OPS) provides direct training to sworn law enforcement officers; develops new training courses and maintains existing courses; and develops nontraditional methods of instruction including teleconferences, "smart classrooms" with two way audiovisual ...  SOS security,LLC training academy  Satellite installation training certification  **Skills**  Troubleshooting  Organizational Skills  Powerpoint  Customer Service  Excel  Google spreadsheets  Microsoft Office  Outlook |

## Germanna Community College, Locust Grove VA-Transfer

### June 2013

## References

### Available upon request

## 