

NILDA Y DIAZ SANCHEZ

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OBJECTIVE

To obtain a challenging position where I can apply my knowledge, skills, and experience to contribute meaningfully to the company's growth, while continuing to develop professionally.

SKILLS AND ABILITIES

- BILINGUAL
- CUSTOMER SERVICE
- PAYROLL SUPPORT
- BASIC ACCOUNTING
- FIREARM HANDLING
- SAFETY AND RISK AWARENESS
- EMERGENCY RESPONSE
- CONFLICT RESOLUTION

WORK EXPERIENCE

Armed Security, 2018-2022

Professional Management & Solution, Palmas del Mar, Humacao

- Conducted preventive patrols to deter suspicious activity and ensure safety of premises
- Maintained detailed and accurate daily activity reports for incident tracking and accountability
- Enforced access control procedures for all entries and exits, including ID verification and badge checks
- Managed guest registration, ensuring proper documentation and adherence to security protocols
- Provided orientation and guidance to new guests, ensuring they understood site rules and safety procedures

Administrative Assistance 2017-2018

Ferretera Del Este, Humacao, PR

- Provided customer service support, assisting clients with inquiries and purchases in a fast-paced retail environment
- Prepared and processed bank deposits, maintaining accuracy and accountability of daily cash flow
- Assisted with payroll processing, ensuring timely and correct compensation for employees
- Organized and maintained physical and digital filing systems for easy retrieval of important documents
- Performed data entry tasks, updating records and inventory with speed and attention to detail

Security Officer 2010-2016**US Security Associates, Camden, New Jersey**

- Monitored surveillance cameras to detect and respond to suspicious activity in real time
- Conducted regular patrols across a 23-floor senior residential building to ensure safety and enforce building policies
- Prepared and submitted detailed incident and daily activity reports to document observations and security events

EDUCATION**2016 – 2017 Instituto de Banca y Comercio – Humacao, P.R.****Diploma in Administrative Assistance with Medical Billing.****2017 High Alternative Education****High School Diploma**
