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**OBJECTIVE:**

I am seeking full-time employment in the related fields to allow me to further enhance my customer service skills. I also worked on a few maintenance projects to help enhance my career field. I am looking for a career position that will not only allow me to better myself, but also bring better performance to whatever company that I work for.

**EMPLOYMENT HISTORY:**

*January 2009 - Present*

**Executive Security Systems**

Security Officer

- Provide quality security service to tenants.
- Monitor cameras and perform route inspections.
- Impute data on computer and answer phones.
- Assisted building engineers with light fixtures and other maintenance jobs.

*November 2007 – January 2009*

**RCMI**

Customer Service

- Provided quality customer service and maintained a professional appearance.
- Stocked items on shelf and imputed data in the computer for inventory.
- Imputed data into the computer and filed important documents.
- Answered phones and took messages.
- Put together important manuals.
- Changed lights and ballast
- Changed toilet diaphragms and parts.

*April 2007 – November 2007*

**U.S. Security Associates, Inc.**

Security Officer / Customer Service

- Performed routine checks and perimeter patrols.
- Imputed data in the computer and maintained badge control.
- Answered phones and assisted customers with any questions or complaints.

**EDUCATION:**

*January 26, 2001*   **Guajume Park High School**

**San Bernardino, CA**

High School Diploma, General, (GPA: 3.5)

**SKILLS:**

I have skills in the following: answering phones, PowerPoint, Microsoft Word, Excel, Auto CAD, Outlook, cash register, calculator, ten key, copier, and maintenance.