

# Brenden Powers

(347) 696-1109  
francesca@bostonresumewriter.com

24 Floral Mile  
Boston, MA 10801

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## Criminal Justice Graduate

Office Management & Security Threat Assessment

Motivated, Punctual, and Trustworthy **Criminal Justice Graduate** has growing experience and eagerness to expand professional knowledge and responsibilities.

Hardworking individual establishes rapport easily through exceptional interpersonal and active listening skills, and has the natural ability to develop and adapt to new policies, procedures and technology quickly.

Possess a proven track record of handling a number of workplace responsibilities with accuracy and efficiency. Poised and personable individual displays a responsible and positive attitude in dealing and resolving conflicts and challenges in the workplace; demonstrates willingness to learn new things, dedication to deliver quality output and capability to adapt and excel in fast-paced environments.

- ✦ Strong Judgment & Decision Making Aptitude
  - ✦ Interpersonal & Communication Skills
  - ✦ Proven Ability to Adapt to Changing Priorities
  - ✦ Bilingual: English & Spanish
  - ✦ Safety & Emergency Preparedness
  - ✦ Ability to Follow Written & Oral Instructions
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## Career History

### BEANTOWN Automotive

2012 – Present

Vehicles Repair and Office Manager Trainee  
Boston, MA

- ✦ Supervised and participated in all physical repairs and operations on the damaged vehicles ensuring each car is repaired to the highest quality and safety standards of the Current car Manufacturers; effectively **followed detailed instructions** and exercised company procedures.
- ✦ Handled all office related operations; engaged with insurances and customers on a regular basis; maintained all administrative documents; **handled all incoming calls** and directed phone inquiries when needed; managed all communications including emails, phone calls and faxes.
- ✦ Maintained regular attendance and **professional demeanor** and appearance at all times; provided thorough administrative support; **executed various clerical tasks**, payed bills, and received cash/checks; ordered and maintained parts ensuring all activities are delivered in accordance to safety standards, and **company policies and regulations**.

## Education & Technical Skills

**Iona College**, *New Rochelle, NY*, Major in Criminal Justice  
Double Minor in Spanish and Minor in Security Threat Assessment

Word ✦ Excel ✦ PowerPoint

## Memberships

Golden Key International Honor Society Member  
Alpha Phi Sigma Member Lamda Gamma Chapter (National Criminal Justice Honor Society)