



ROBERT JOVERO

Team Player Seeking People Oriented Organization

Honolulu, HI 96817

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(808) - 319 - 6651

Authorized to work in the US for any employer

WORK EXPERIENCE

Security Professional

Allied Universal Security Services, Systems and Solutions - Honolulu, HI

November 2018 to Present

- Monitor and control access to site or facility through the admittance process.
- Assist and screen visitors and client employees to expedite their admittance to the site or facility.
- Patrol site on foot or in vehicle checking for unsafe conditions and unauthorized persons.
- Preparation of logs or reports as required for site.
- Observing and reporting incidents or suspicious activity to client representatives, company management, life/safety personnel or public safety authorities as appropriate.
- Responding to incidents of fire, medical emergency, bomb threat, flooding, water discharge, elevator emergency, hazardous materials, inclement weather, and other incidents or conditions following procedures established for the site, by the company, and/or through training or certification.
- Carrying out specific tasks and duties of a similar nature and scope as required for the assigned site

Transaction Processing Associate II

Conduent - Honolulu, HI

May 2017 to April 2020

- Captures and validates more complex data.
 - Pre-adjudicates documents and corrects data as required.
 - Researches and analyzes issues and ensures sufficient information is available to make decisions on next steps. Conducts additional searches to extract accurate data and inputs the same.
 - Completes assignments using multiple source documents to verify data or use additional information to do the work.
 - Follows up on pending documents involving analysis.
 - Returns erroneous electronic data forms to the customer for additional information.
 - Assist with claims data-entry, review and process claims adjustments and financial adjustments
- . Perform other duties as assigned

Security Officer

Securitas Security Services, Inc - Honolulu, HI

January 2006 to November 2018

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Print/Production Associate

ADP - Honolulu, HI

August 2014 to May 2017

- Send and print company payrolls using Print Tracking System to printers.
- Assure print quality and check for any discrepancies.
- Prep payroll packages for courier pick up via UPS,
- FedEx, local couriers.
- Maintain supply and spare parts inventory, and basic printer maintenance.
- Communicate with upper level leads and management for problem solving and solutions.

Office Helper

ECA, LLP - Honolulu, HI

February 2014 to April 2014

- General office filing and creation of client folders
- Perform errands to post office and various client locations
- Filing of tax forms and receipts.

Landscaper/Grounds Keeper

Certified Management - Honolulu, HI

May 1999 to January 2006

- Maintenance of lawns and surrounding vegetation, building pool maintenance, beautification projects,
- minor sprinkler system repair work, assist with building tenant and management as needed.

EDUCATION

Bachelor of Science in Health Administration/Management

University of Phoenix - Phoenix, AZ

May 2011 to June 2013

Associate of Arts in Health Care Administration/Pharmacy

University of Phoenix - Phoenix, AZ

May 2009 to April 2011

MILITARY SERVICE

Branch: United States Navy

Service Country: United States

Rank: Hospitalman

February 1992 to March 1997

- Assisting in prevention and treatment of disease and injuries
- Caring for sick and injured
- Administer immunizations, rendering emergency medical treatment
- Instruct Sailors and Marines in first aid, self aid and personal hygiene procedures
- Transporting of the sick and injured
- Conduct preliminary physical examinations, performing medical administrative, supply and accounting procedures, and maintain treatment records and reports.

CERTIFICATIONS AND LICENSES

Security Guard