Job skills

Minute Skills: Mystic Surveillance:

* Key monitoring on controlled keys to keep track of what is going where
* Finance Money transfer monitoring between cashier cage banks to prevent mishandling
* ATM/ATR Fill monitoring when changing machine cassettes to prevent mishandling,
* Cash Transaction monitoring on large pay outs for purposes Title 31/Bank Secrecy Act compliance
* Answer phone calls from other departments

Hour Skills:

* Blackjack pit scan of guest face and bet amount for later reference precaution
* Casino Market Place scan (for under 21) to verify no one is in possession of alcohol
* Digital Video Record System scan to find defective or out of order cameras
* Writing Incident reports for the purpose of written records of possible liability or to report a Title 31/Bank Secrecy Act violation
* Video and clip editing to coincide with written report as it happened
* Beef slip and manual jackpot tracking under or over certain dollar amounts according to Title 31/Bank Secrecy act
* Auditing making sure Team Members fallow safety measures and company protocol
* Guest audits to verify company instruments are being used according to federal law and company standards

Week Skills:

* Black Jack Stiff sheet review (every Monday to verify tables with low out put)

Month Skills:

* Title 31/Bank Secrecy Act Rectification (2 times a year),
* Preparedness drills for active shooter, robbery, emergencies,

Minute Skills: Mystic Security:

* Asset and key escorts,
* I.D. validation for age access control,
* Data entry of lost and found items to return to proper owner
* Transfer the cash boxes of Slot Machines and Black Jack tables,
* Add/Revoke access for vendors on property

Hour Skills:

* Automatic Ticket Redeem (ATR) fill monitoring escorts,
* Soft count monitoring of Team Members as they emptied the DBA boxes of cash

Week skills:

* Full DBA drop of the casino on the weekends.

Month Skills:

* Full Pull of all cash boxes in the casino on the first of the month,
* Trained to recognize the signs of intoxication for alcohol service (every two years),

Minute Skills: G4S:

* Add/Revoke access to visitors

Hour Skills:

* Patrol interior of all six buildings (after 6 P.M.) every four hours,
* Direct incoming calls to other departments by switch board (every two hours, from 8:00a-5:00p),
* Acknowledge/review alarms for possible suspicious activity

Month Skills:

* Safety equipment checks to maintain safety standards once a month,
* Video camera checks for defects or failure once a month

Minute Skills: Advance Security:

* Patrol interior of sites, (every hour or after 6 p.m.)
* Provide protective equipment to visitors visiting site,
* Received dock deliveries,
* Inspect vehicles before departure from site,
* Validated I.D.s to depart site with the vehicle
* Scan vehicle on/off the line for use,
* Verify customer paperwork before departure from site

House Clearer Hour Skills:

* Swept floors,
* Mopped floors,
* Dusted shelves/surfaces,
* Vacuumed carpets,
* Waxed counter tops,
* Cleaned toilets/bathtubs,
* Polished wood furniture

Month Skills: Vacuumed vent covers,

Minute skills: Carmike Cinema:

* Served snacks/drinks at concessions,
* Processed payments at the register,

Hour skills:

* Polished door kickstand panels,
* Removed gum from under lobby tables,
* Cleaned inside garbage bins

Minute Skills: Arbys:

* Prepared roast beef for the oven and put it in to roast,
* Prepared salads in the morning,
* Fried fries/potato patties/chicken tenders/chicken fillets,
* Took orders using a headset,
* Sliced roast beef/ham/tomatoes

Minute skills: Erbert & Gerbert's:

* Mixed tuna salad for sandwiches

Minute Skills: Suncoast Motion Picture co:

* Assisted customers looking for movies,
* Put in special orders for movies not in stock,
* Put in pre-orders for movies coming out,
* Signed customers up for the loyalty program.

Hour skills:

* Alphabetized and organized movie sections

Outside Skills

* Learned writing format skills by writing a book in high school English class,

Inver Hills Community College:

* Learned photography point of view, and development technique using black and white film in Photography class,

University of Minnesota:

* Learned to give research topic presentation in Mandarin Chinese for Chinese class,
* Translated text from Mandarin to English for my Major Project,
* Trained to provide emergency first aide and CPR,