

CARLVEN GERVAIS

PROFESSIONAL SUMMARY

Professional with vast experience in various fields. With years of experience in security and construction, as well as in office experience working billing and administration in offices. I am always looking for new ways to gain skills and be part of something meaningful.

EXPERIENCE

Bozuto Boston MA

2020-2023

Porter

- Maintaining cleanliness in common areas and entryways
- Assisting with deliveries and mail distribution
- Providing directions and information to visitors
- Conducting light maintenance
- Monitoring building security and reporting any issues
- Assisting with event setup and breakdown within the building

FUSE/Liberty (Changed Name in 2023) - Cambridge, MA

2022-2023

Laborer Worker

- Construction on new development projects.
- Ensuring compliance with safety and health regulations on site.
- Scaling buildings using safety harnesses for height work.
- Moving and transporting heavy materials using equipment.
- Utilizing tools and supplies for repairs and maintenance tasks.
- Performing general labor duties as needed.
- Communicating effectively with team members and supervisors

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EXPERIENCE (CONTINUED)

Cataldo Ambulance - Somerville, MA

2020-2021

COVID-19 Tester

- Collected and prepared nasal-pharyngeal samples for PCR testing of COVID-19 in accordance with standard methods and processes.
- Trained for CPR
- Maintained cleanliness of testing booth and testing materials to comply with CDC guidelines.
- Followed in-process quality control procedures and performed accurate data entry of patient information to prepare collected specimens for testing and analysis.
- Adhered to universal protocol precautions when disposing of contaminated items.

Bank of America - Malden MA

2019-2020

Teller

- Monitored customer behaviors and upheld strict protocols to prevent theft of assets
- Created and updated physical records and digital files to maintain current, accurate and compliant documentation.
- Completed special procedures for customers such as ordering new checks, stopping payments or investigating identity theft
- Checked amount details and fraud markers for transaction papers such as checks and money orders
- Assisted customers with setting up or closing accounts, completing loan applications and signing up for new services

Northeast Security Inc - Medford MA

2017-2019

Security Officer

- Monitored and authorized entrance and departure of employees and visitors daily
- Monitored central alarm systems for fire, intrusion and duress alarms and responded to emergencies weekly
- Operated detecting devices to screen individuals and prevent passage of prohibited articles into restricted areas
- Checked and verified photo identification prior to granting facility access.

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EXPERIENCE (CONTINUED)

Moving CO - Boston MA

2015-2017

Admin/ On-Call Mover

- Fastened documentation, including receipts, packing slips and billed customers
- Operated moving trucks safely to deliver items to destination without nicks or scratches
- Verified quantity and description of materials received by checking merchandise against the packing list Business administration Consulting and Budgeting Strategic Planning
- Schedule moves and rental equipment as well as ordering items needed for services and office supply

SKILLS

- | | | |
|-------------------|---------------------|--------------------|
| • Negotiation | • Leadership | • Time-management |
| • Communication | • Customer Service | • Active Listening |
| • Tech Savvy | • Analytical | • Adaptability |
| • Business Acumen | • Critical Thinking | • Resourcefulness |

EDUCATION

Highschool Diploma - Somerville MA

Somerville High School

Curry College - Milton MA

Some College Credits

Southern New Hampshire University - Hooksett MA

Some College Credits

