

SUMMARY OF QUALIFICATIONS

- Ability to interpret and enforce policies and regulations
- Strong attention to detail
- Excellent communication skills
- Strong typing, phone, and computer skills (Mac and PC)

EDUCATION AND CERTIFICATIONS

- **Commonwealth of Massachusetts, MPTC Recruit Officer Course - NECC 6th ROC - Aug 2024 - Feb 2025**
- **Suffolk County Sheriff's Department:** Correctional Officer Training Academy (C.O.T.A) Class No. 22.04
- **High School Diploma:** Bridgeport Adult Education, National External Diploma
- **Bunker Hill Community College:** Major – Cyber Security (current)

WORK EXPERIENCE

Campus Police Officer I

July 2024 - Present

Salem State University Police Department

- Patrol the buildings and grounds of the University on foot or in a patrol vehicle to deter and detect criminal activity, and respond to emergencies.
- Conduct initial criminal investigations, gather evidence, and collaborate with local law enforcement agencies.
- Provide support during special events, demonstrations, and other campus activities.
- Enforce state laws as well as the rules and regulations of the institution; restrain or arrest suspects when necessary.
- Enforce university traffic and safety regulations.
- Create and maintain a feeling of security in the community.
- Provide other services on an emergency basis.

Correctional Officer

October 2022 – July 2024

Suffolk County Sheriff's Department

- Prepared thorough and accurate incident reports.
- Maintained compliance with and enforced department policies and procedures.
- Monitored inmates and responded to any suspicious activity.
- Mediated disputes between inmates.
- Maintained safety, security, and the orderly running of units.
- Conducted searches of cells and recreational areas for contraband.
- Maintained inmate counts and made accurate written entries in logbooks.
- Provided first-responder level medical assistance.

Rideshare Driver

October 2014 – October 2022

Uber/Lyft

- Picked up passengers and provided safe and efficient transportation to their respective destinations.
- Provided excellent customer service.
- Performed daily inspections and upkeep to rideshare vehicle.

Pharmacy Technician Liaison

April 2021- October 2021

Cambridge Health Alliance

- Answered and managed calls from patients, providers, and other pharmacies.
- Processed and documented all prior authorization information.
- Resolved prescription refill errors and insurance-related issues.
- Assisted with medical necessity documentation for prior authorizations.
- Processed all refills and performed test claims for new scripts for prior authorization.

Pharmacy Technician

January 2020- April 2021

CVS Specialty Pharmacy

- Answered and managed all incoming phone calls.
- Retrieved and prepared all medications as directed.
- Completed daily calls and coordinated with patients to refill and/or ship medications.
- Updated current notes and documentation related to patient's drug therapy.
- Maintained inventory and removed all expired medications from shelves.
- Processed new scripts and set up delivery dates for patients.

Nuclear Pharmacy Technician

January 2017 – October 2019

Cardinal Health

- Prepared prescriptions by typing labels and obtained pharmacists approval.
- Performed dose calibration and drew doses into either a syringe or vial.
- Performed quality assurance tests on instruments and radiopharmaceuticals.
- Conducted daily and monthly decontamination of work areas.
- Performed clerical and administrative services.

Mail Clerk

November 2017- December 2019

Exela Technologies

- Answered telephones for the office and directed inquires to the appropriate department and staff.
- Managed and maintained daily incoming calls by operating company switchboard.
- Prepared and processed purchase orders and invoices, and ensured that all expenses were within departmental budget.
- Coordinated and provided administrative support for company events, meetings, and conferences.
- Ordered materials and maintained inventory of equipment and supplies, and ensured that supplies are available for departmental needs.
- Documented, sorted, and delivered all incoming and outgoing mail and small packages.

Benjy Antoine



Merchandiser

July 2016-December 2016

Home Depot

- Maintained products and displays using planograms to ensure quality and accuracy.
- Organized products and performed focused pack-downs.
- Executed special projects by using planograms and hand-held devices to print labels.

Delivery Driver/Associate

November 2015-June 2016

Staples

- Delivered merchandise to customers in a prompt, safe, and professional manner.
- Performed pre-trip and post-trip inspections on the vehicle.
- Used a handheld package scanner to process deliveries.
- Processed all non-delivered and customer returns.

Livery Driver

February 2013-November 2015

Self-Employed

- Transported passengers safely to and from destinations.
- Performed daily vehicle inspections.
- Maintained daily waybills to track mileage, tolls, gas, and client pick-up and drop-off locations.
- Collected payments as cash, vouchers, and credit cards.

Rental Sales Agent

February 2012-November 2013

Avis Budget Group

- Answered and screened all telephone calls.
- Entered accurate customer information in database while assisting with car reservations.
- Reconciled and filed customer contracts and processed claims at the end of each business day.