

# JUSTIN KYLE BROWN

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## Qualifications Summary

Analytical, organized, and detail-oriented individual seeking the opportunity to utilize knowledge in a highly motivated work setting. Extremely driven to contribute to a team's goals.

- ◆ Strong aptitude for strategic thinking and problem solving.
- ◆ Team player with the ability to grasp new information quickly and adapt to continually changing work environments.
- ◆ Excellent leadership, organizational, communication and interpersonal skills.
- ◆ The ability to manage multiple projects simultaneously.

## Experience

### Mass Bay Transportation Authority

**Boston, MA**

*Bus Operator*

*11/2013-Present*

- ◆ Operate an MBTA surface vehicle while assuming the responsibility for the safety of passengers and the equipment.
- ◆ Perform routine vehicle inspections to ensure proper operations.
- ◆ Collect designated fares from passengers and assisting in emergency situations.
- ◆ Following MBTA standard operating procedures.
- ◆ Prepare accident reports as required.

### Transportation Security Administration

**Boston, MA**

*Transportation Security Officer*

*04/2009- 11/2013*

- ◆ Ensure the protection of the Nation's transportation systems to safeguard the freedom of movement for people and commerce.
- ◆ Screen passengers, their property, and inspect travel documents.
- ◆ Train new officers and handle their passage from trainee to an independent officer.
- ◆ Supervise security checkpoint teams on a daily basis to guarantee a safe and efficient security system.
- ◆ Engage with passengers to provide solutions after clarifying complaints.
- ◆ Member of the Emergency Response and Deployment Team.
- ◆ Test and maintain security equipment daily to ensure it is in proper working order.

### Crystal Bright Window Cleaning

**Medford, MA**

*Metal Refinisher*

*09/2008-04/2009*

- ◆ Refinish and restore elevators and marble floors to their original gleam using a variety of chemicals.
- ◆ Proficient in the use of sanding equipment, buffers, and the use of chemicals, such as, acetone and lacquer.

### Watts Security Company

**Cambridge, MA**

*Site Supervisor*

*03/2005-09/2008*

- ◆ Installation entry controller, in which the access of supervised property was recorded and controlled.
- ◆ Responsible for contacting emergency units as they were needed on property.
- ◆ Observe security officers to ensure they are complying with the standard operation procedures of the job site.
- ◆ Responsible for schedule management and check distribution at all job sites.

## Education

### Marian Court College

**Swampscott, MA**

*Concentration: Business Management*

*09/2004- 05/2005*

### Malden High School

**Malden, MA**

*High School Diploma*

*09/1999-06/2004*