

Going back to school

[Law](#), [Security](#)



| Vannetta Meggett | | 1609 Great Bend Drive, Durham, NC 27707 | |(919) 699-6960 | | V_meggett@yahoo. com | | OBJECTIVE | | | To obtain a challenging position that will provide career advancement and continuing education opportunities. | | SKILLS PROFILE | | | Ability to operate personal computers | | | Knowledge of Microsoft Office, Word and Outlook | | | Good filing and organizational skills | | | Experience in handling confidential paperwork | | | Ability to take accurate phone messages and deliver messages promptly | | | Good customer-relations background | |

EMPLOYMENT HISTORY | | | Security Officer | 2007-Present | | | Tarheel Specialties, Inc.(Armed Security), Durham, NC | | | Performs static and roving (foot and vehicular) physical security at a large federal biomedical research facility. | | | Successfully completes all reports pertaining to incidents and safety issues in a timely manner. | | | Establishes a good working rapport with NIEHS employees, contractors, and visitors. | | | Provides exceptional customer service to all employees and visitors working at NIEHS. | | | Assists local law enforcement agents when eminent arrests and warrants are served at NIEHS. | | | Certified to carry and use a 9mm (Sig Sauer) handgun and OC Spray. | | | Vehicle Operator | 2005-2007 | | | First Transit/Cary Transit, Cary, NC | | | Transported individuals with physical/mental disabilities and senior citizens. | | | Assisted clients with wheelchairs, walkers, climbing stairs and fastening/loosing seatbelts. | | | Assisted assigned facility in maintaining accurate and up-to-date client manifests. | | | Completed required reports and forms legibly and in a timely manner. | | | Detention Officer | 2004-2005 | | | Durham County Sheriff's Office, Durham, NC | | | Transferred detainees between facilities, housing and guardianship. | | | Performed recordkeeping

and filed appropriate medical, grievance, incident and infraction reports involving detainees. | | | Performed visual and physical attendance accounts of detainees. | | EDUCATION | | | Diploma | 1998 | | | Round Rock High School, Round Rock, Texas |