

G4S COMPLIANCE & INVESTIGATIONS

Julia Taylor
4441 Green Pond Road
Easton, Pa 18045

November 13th, 2020

Hiring Manager
Field Investigator
G4S Compliance & Investigations
650 Naamans Road, Suite 200
Claymont, DE 19703

Dear Hiring Manager:

I am responding to your add posted on Indeed for the position of a Field Investigator. I am enclosing my resume which will highlight my education pertaining directly to the field. I am a recent college graduate looking to take my knowledge and serve my local community. While I may lack in field related experience, I have an unmatched passion for the Criminal Justice Field and I believe my personal knowledge coupled with my education makes me a viable candidate for the job. I have grown up in the Lehigh Valley and am comfortable with navigating Allentown and surrounding cities.

On my off-time I enjoy reading, spending time with my family and most of all I enjoy traveling. I have never been outside the country but my husband and I have seen twenty-eight of the fifty states along with several national and state parks. We are hoping to eventually say that we have seen all fifty states along with all national parks.

I will reach out during the week of the 21st to make sure my resume was, indeed, received. I look forward to the opportunity to speak with you in person.

Sincerely,

,Julia Taylor

Encl. Resume



JULIA TAYLOR

PERSONAL SUMMARY

I am an ambitious college graduate looking to continue to grow by serving my community with my skills, knowledge and personal experiences with the Criminal Justice System.

CORE SKILLS

Excellent Typing Skills
Integrity Driven
Good Oral/ Written
Communication
Self- Starter
Ability to work well individually
and on a team
Desire to learn and grow

CONTACT DETAILS

Address: 4441 Green Pond Road
Easton, Pa 18045
Email: jt6990@desales.edu
Cell: 484) 894- 1903



WORK HISTORY

Resturaunt Operations Administer

Chick-Fil-A | September 2019 -June 2020

- Run payroll
- Recruit, hire, onboard, and train new team members
- Manage and maintaine store email and voicemail system
- Oversaw all backoffice financial matters
- Contact, maintain, and schedule vendors

Optician

Vision Works | December 2017 - February 2019

- Take optical measurement for patient eyewear as permitted by state law
- Obtain insurance approvals and be familiar with discussing benefits with patients
- Maintain HIPPA privacy patient laws at all times
- Achieve and maintain the highest level of customer service



ACADEMIC HISTORY

DeSales University

Aug 2019 - December 2020

- Received a Bachelors in Criminal Justice with a Minor in Homeland Security
- Maintained honor roll/ high honors through the entirety of college career
- Recognized by the Alpha Phi Sigma National Criminal Justice Sciences

Northampton Community College

September 2016 - May 2019

- Associates of Applied Science
- Honors Student
- Recognized by The National Honor Society of Leadership and Success
- Recognized by Phi Theta Kappa Honor Society

Nazareth Area High School

Aug 2013- May 2017



REFERENCES

Professional:

Eric Buchanan (BOH Manager at Chick-Fil-A)

Phone: 908-442-4302

Lynn Lantosh (Fellow Server at Olive Garden)

Phone: 610-703-1640

Personal:

Matthew Millen (Pastor)

Phone: 609-672-9801