

# ELLIOT MASON

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## Skills Summary

Confident and reliable cybercrime undergraduate student seeking criminal justice and cyber risk management career. Professional experience includes administrative activities, adherence to state and federal regulations, bookkeeping, customer service skills, teacher, confidentiality agreements, healthcare systems, and private security.

## Professional Experience

### **Security Officer**

*Allied Universal, Mary Washington Hospital, Fredericksburg, VA | 04/2024 – Current*

- Conducts routine foot patrols of hospital interior and perimeter to maintain a secure environment for staff, patients and visitors and deter any misconduct.
- Monitors and operates badge access and alarm systems and security camera systems to ensure safety and access of hospital areas and infant safety. As well as monitors an infant protection program to ensure real time safety and awareness of infants and pediatric patients.
- Coordinates and dispatches other security officers to scenes of immediate security response and emergencies to ensure a swift and effective action.
- Assists nursing staff and outside law enforcement agencies with mental health patients, critical incidents on campus, non-medical tasks, helicopter landings, and custodial patient transports.
- Responds quickly to verbally and physically combative patients and emergency codes using standard operating procedures like de-escalation and Crisis Prevention and Intervention to effectively de-escalate patients and ensure communication and safety between medical staff and patients.
- Monitors hospital visitors by verifying credentials and entering visitor information into systems to track patient visitors as well as ensuring only authorized individuals gain access to hospital areas.
- Ensures patient confidentiality and safety following HIPPA guidelines while maintaining a professional demeanor in high-stress situations involving patient visitors.

## **Teacher Aide**

*Kid's Cottage LLC, King George, VA | 08/2022 – 01/2024*

- Assisted directors and supervisors with daily operational tasks by ensuring efficient scheduling, proper completion and retention of regulatory paperwork, proper adherence to licensing standards, and facilitation of professional and effective communications with parents.
- Acted as a floating substitute teacher supervising classes of up to 22 children during the day during lesson plans, indoor/outdoor activities, nap time, and meals.

## **Child Care Teacher Aide**

*The Arc of Greater Prince William/Insight, Woodbridge, VA | 10/2021 - 05/2022*

- Provided support to teacher while monitoring and supervising special needs children; provided information regarding student progress and performance to teachers and parents
- Assisted lead teachers in planning and executing lesson plans and activities
- Assisted students with physical tasks such as using the restroom, handwashing, and classroom activities while maintaining appropriate interactions with students
- Prepared and serviced meals and snacks

## **Summer Intern**

*ThermaDynamics Rail LLC, Manassas Park, VA | 06/2019 – 08/2019*

- Conducted inventory of shop supplies and equipment in support of annual business personal property tax requirements
- Performed data entry of business expenses into QuickBooks and ERP systems, assisted in month-end accounting reconciliation
- Scanned, copied, and filed business records for retention

## **Education & Certifications**

### ***B.S in Cybercrime, Minor in Risk Management and Insurance***

Old Dominion University, Norfolk, VA

Degree Expected: Spring 2026

### ***A.A.S Criminal Justice Specialization Transfer Degree***

Rappahannock Community College, Rappahannock, VA

Degree Conferred: August 2024

### ***Advanced High School Diploma***

Forest Park High School, Woodbridge, VA

Diploma Conferred: June 2022

### ***Adult & Pediatric CPR/First Aid***

American Heart Association, August 2024

## **Volunteer Experience**

### ***Combat Vets Motorcycle Association***

04/2019 – Current

- Assists with set-up/tear down of chapter store during ride events, processes cash and card payments for merchandise and tickets

### ***PWC Human Rights Student Leadership Council***

11/2020 – 04/2021

- Engaged in conversations and meeting about Human Rights issues in the community, worked with a team to ensure and create ways to promote diversity and equality within the community

## **Computer & Technical Skills**

Proficient in Microsoft Office, ERP systems, QuickBooks, CCURE Badge Systems, Omnigo Report and Dispatch logs, and Nextiva/Verint Camera systems.