

Elliot Mason

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SKILLS SUMMARY

Detail-oriented and proactive undergraduate student with a focus on cybercrime and risk management. Skilled in managing administrative tasks while ensuring adherence to state and federal regulations. Proficient in bookkeeping, customer service, and maintaining confidentiality. Extensive experience in teaching, healthcare systems, and private security, complemented by a comprehensive understanding of the criminal justice system. Eager to leverage academic knowledge and hands-on experience to advance a career in cybercrime and criminal justice.

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, deterring misconduct.
- Monitors and operates badge access, alarm systems, and security camera systems to ensure safety and proper access to hospital areas.
- Manages the infant protection program to ensure real-time safety and awareness of infants and pediatric patients.
- Coordinates and dispatches security officers to emergency scenes for quick, effective action.
- Assists nursing staff and law enforcement with mental health patients, critical incidents, non-medical tasks, helicopter landings, and custodial patient transports.
- Responds to verbally and physically combative patients, utilizing de-escalation techniques and Crisis Prevention and Intervention to ensure communication and safety between staff and patients.
- Monitors hospital visitors, verifying credentials and entering information into systems to track patient visitors and ensure only authorized individuals have access to hospital areas.
- Upholds patient confidentiality and safety in accordance with HIPAA guidelines while maintaining professionalism in high-stress situations.

Shift Team Lead (promoted June 2025)

- Assists the Shift Supervisor with daily shift operations, ensuring security protocols are followed and staff assignments are executed efficiently.
- Acts as the supervisor in the absence of the Shift Supervisor, overseeing all security functions and ensuring swift, effective responses to incidents.
- Provides leadership and guidance to security officers, fostering teamwork and enhancing department performance.

Teacher Aide

Kid's Cottage LLC, King George, VA

08/2022 - 01/2024

- Assisted directors and supervisors with daily operational tasks, including efficient scheduling, regulatory paperwork retention, and adherence to licensing standards.
- Facilitated professional communications with parents and ensured smooth classroom operations.
- Supervised classes of up to 22 children, guiding activities such as lesson plans, indoor/outdoor play, nap time, and meals.

Child Care Teacher Aide

The Arc of Greater Prince William/Insight, Woodbridge, VA

10/2021 - 05/2022

- Supported teachers by monitoring and supervising special needs children and providing performance updates to teachers and parents.
- Assisted in planning and executing lesson plans and activities tailored to students' needs.
- Helped students with physical tasks like using the restroom, handwashing, and classroom participation.
- Assisted with meal and snack preparation and service.

Summer Intern

ThermaDynamics Rail LLC, Manassas Park, VA

06/2019 - 08/2019

- Conducted inventory of supplies and equipment to meet business property tax requirements..
- Performed data entry of business expenses into QuickBooks and ERP systems.
- Assisted in month-end accounting reconciliations and scanned, copied, and filed business records.

EDUCATION & CERTIFICATIONS

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

Old Dominion University, Norfolk, VA

Degree Expected: December 2026

A.A.S. in 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

- Assist with event logistics, including the setup and teardown of merchandise and ticket sales during ride events.
- Process transactions and manage cash and card payments for event merchandise and ticket sales.

PWC Human Rights Student Leadership Council

11/2020 - 04/2021

- Collaborated with a team to raise awareness and promote diversity and equality within the community.
- Participated in discussions on human rights issues and developed strategies for community outreach.

COMPUTER & TECHNICAL SKILLS

Operating Systems:

- Windows

- macOS

Software & Tools:

- Google Workspace (Docs, Sheets, Slides)
- Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Omnigo Dispatch and Report Software
- CCURE Systems
- Verint IP Camera Systems
- Avigilon Unity Client Systems
- EPIC Systems
- ERP Systems
- QuickBooks