

ELLIOT MASON

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📍 King George, VA

PROFESSIONAL SUMMARY

Detail-oriented criminal justice and cybercrime undergraduate with experience supporting public safety operations in regulated, high-risk environments. Demonstrated ability to communicate professionally, document incidents accurately, safeguard confidential information, and follow policy-driven procedures. Experienced in security operations, crisis intervention, administrative support, and interagency coordination.

EDUCATION

Old Dominion University, Norfolk, VA

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

Degree Expected: December 2026 | GPA: 3.86 / 4.0

Rappahannock Community College, Warsaw, Va

A.A.S in Criminal Justice Specialization

August 2024 | GPA: 3.1 / 4.0

Forest Park High School, Woodbridge, VA

Advanced Studies Diploma

June 2022

WORK EXPERIENCE

Allied Universal, Mary Washington Hospital, Fredericksburg, VA | 4/2024 - 11/2025

Security Officer / Team Lead

- Maintained safety and security of a large healthcare facility through routine foot patrols, access control enforcement, surveillance monitoring, and emergency response.
- Monitored alarm systems, badge access systems, and camera systems to detect and report suspicious or unauthorized activity.
- Prepared clear, accurate, and timely incident reports documenting security events, policy violations, and emergency responses.
- Responded to incidents involving mental health patients and verbally or physically aggressive individuals using approved de-escalation and crisis intervention techniques.
- Coordinated security responses with nursing staff, hospital administration, and law enforcement agencies.
- Verified visitor credentials and documented access to restricted areas using electronic tracking systems.
- Protected sensitive patient and operational information in accordance with HIPAA and organizational confidentiality requirements.

Kids Cottage LLC, King George, VA | 8/2022 - 1/2024

Teacher Aide

- Supported daily administrative and operational functions, including scheduling, record keeping, and regulatory documentation.
- Communicated professionally with parents regarding classroom activities, student behavior, and operational matters.
- Supervised groups of up to 22 children while maintaining safety and adherence to licensing standards.
- Documented daily activities, incidents, and observations in compliance with organizational procedures.

The Arc of Greater Prince William/Insight, Woodbridge, VA | 10/2021 - 5/2022

Child Care Teacher Aide

- Assisted teachers in supervising children with special needs in a structured and supportive environment.
- Communicated behavioral observations and progress updates to teachers and parents.
- Ensured compliance with safety, hygiene, and care protocols.
- Assisted students with daily activities while maintaining professionalism and confidentiality.

ThermaDynamics Rail LLC, Manassas Park, VA | 6/2019 - 8/2019

Summer Intern

- Conducted inventory audits to support business property tax compliance.
- Entered financial and operational data into QuickBooks and ERP systems with attention to accuracy.
- Assisted with record retention, document scanning, and confidential business files.
- Supported month-end reconciliations and administrative reporting tasks.

CERTIFICATIONS

- DCJS Unarmed Security Officer | May 2024
- Adult & Pediatric CPR / First Aid | August 2024
- CPI Crisis Prevention | May 2025

VOLUNTEER EXPERIENCE & AFFILIATIONS

Combat Vets Motorcycle Association | 4/2019 - Present

Volunteer

- Assisted with event logistics, merchandise sales, and cash/card transaction processing.
- Interacted professionally with the public during community events.

PWC Human Rights Student Leadership Council | 11/2020 - 4/2021

Member

- Collaborated with peers to promote diversity, equality, and community engagement initiatives.

National Society of Leadership and Success (NSLS) | 12/2025 - Present

Member

- Participated in leadership development focused on ethical decision-making, professional communication, accountability, and goal setting.
- Developed skills in team collaboration, public speaking, and interpersonal communication applicable to government and public service roles.

Software & Applications

- Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Google Workspace
- Omnigo Dispatch and Reporting
- CCURE Access Control Systems
- Avigilon Unity Client
- Verint IP Camera Systems
- EPIC Systems
- ERP Systems
- QuickBooks