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| Paige Harrison | horizontal line 21 Germonds Road New City, NY 10956  646.240.9563  paha1271@gmail.com |
| **ㅡ** **Skills** | horizontal line   * Goal Orientated -Assertive * Problem Solver -Articulate both written and verbal * Intercultural Communication -Proficiency in all computer skills * Typing speed of 43 WMP -Attentive * Critical Thinker -Works well under pressure |
| **Experience** | horizontal line Department of Social Services / Fraud Investigator JULY 2017 POMONA, NY   * Investigate allegations of recipient fraud in public assistance cases * Gather evidence and testimony to either substantiate or disprove fraud * Obtain statements and affidavits from clients * Represent the agency in quasi--judicial hearings by testifying for the agency and cross-examining witnesses * Review case records for compliance with Social Services rules and regulations * Make in-person and telephone contact with financial institutions, law enforcement agencies, postal authorities, neighbors, relatives etc * Conduct scheduled and unscheduled home visits on open investigations as needed * Obtain statements and evidence pertinent to client's case * Prepare reports for each case describing all steps taken to proper players * Answer correspondences and inquiries concerning support or fraud from the government agencies, beneficiaries and respondents.  C&C Market Research / InterviewerMAY 2015- JULY 2017 WEST NYACK, NY  * Provide support and supervision to clientele while studies are conducted * Responsible for recruiting clients to participate in market research studies via phone and email * Implement and revise inventory counts * Accurately input information into various computer programs * Train new employees on all policies and procedures * Skilled in using advanced technology to collect data for studies * Provide support and supervision to clientele while studies are conducted  Macy’s / Sales AssociateOCTOBER 2014 - MAY 2015, WEST NYACK, NY  * Stayed up to date on product knowledge and information to provide exceptional customer service * Exceed weekly and monthly goals on consistent basis * Skilled in visual merchandising * Maintain sales floor to brand standards * Conduct 100+ cash and credit transactions daily   **St. John's University/** Resident Safety Monitor  SEPTEMBER 2008 - MAY 2012, QUEENS, NY   * Monitored student’s activity & secure the safety of students. * Answered incoming calls in a courteous manner. * Signed guest in and out of the residential building. * Assigned breaks to staff of 10-28 * Coordinate staff placement during shifts * Handled all staff disputes in a professional manner. |
| **Education** | horizontal line St. John’s University / Bachelor of Science in Criminal Justice QUEENS, NY Acquired vast knowledge of the Criminal Justice System and its surrounding sectors. |
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