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| PaigeHarrison | horizontal line21 Germonds RoadNew City, NY 10956646.240.9563paha1271@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
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| **Experience** | horizontal lineDepartment of Social Services / Fraud InvestigatorJULY 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 MonitorSEPTEMBER 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.
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| **Education** | horizontal lineSt. John’s University / Bachelor of Science in Criminal Justice QUEENS, NYAcquired vast knowledge of the Criminal Justice System and its surrounding sectors. |
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