

Parrish Bruce

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Summary

Experienced in administrative assistance with a focus on technical troubleshooting, systems administration, and user support to ensure secure and efficient operations. Skilled in communication, critical thinking, and attention to detail to resolve incidents and administer platforms like SharePoint. Aiming to transition into IT support, with a focus on reducing downtime, enhancing security controls, and fostering cross-team collaboration. Retail experience adds value in customer service roles.

Skills

- Loss Prevention
- Retail Sales
- Customer Support/Service
- Team Player
- Reporting Skills
- Writing Skills
- CSS (Cascading Style Sheet)
- Conflict Resolution
- Record Keeping
- Safety/Work Safety
- Surveillance
- Alliance/Partner Management
- Retail Management
- Store Opening
- Store Closing
- Telephone Skills
- Time Management
- First Aid
- Computer Skills
- Production efficiency
- Production Documentation
- Production
- Machinery Operation
- Data entry
- Time management
- Customer service
- Microsoft Office
- Problem solving
- Scheduling appointments
- Attention to detail
- Team collaboration
- Conflict resolution
- Communication skills
- PC proficient

Experience

ADMINISTRATIVE ASSISTANT | 02/2025 - 02/2026

Bearing Construction - Aberdeen, North Carolina

- Established SharePoint intranet structure to enhance document access and version control for over 140 staff members.
- Coordinated content migration to SharePoint, reducing file retrieval time and eliminating duplicate documents.
- Trained more than 50 staff members on SharePoint features, driving efficiency gains and boosting productivity.

SECURITY SPECIALIST | 07/2024 - 02/2025

Target - Southern Pines, North Carolina

- Identified and mitigated potential theft, fraud, and safety risks through surveillance systems and investigative techniques.
- Maintained secure environments by responding to emergencies and de-escalating conflicts.

- Documented findings meticulously and collaborated with law enforcement when necessary.
- Assisted in medical incidents to ensure safety and support affected individuals.

PRESS OPERATOR | 11/2022 - 12/2023

Cirtec Medical - Rock Hill, United States

- Ensure the interminable and efficient running of production
- Ensure that production procedures will be carried on smoothly to maximize efficiency and profits
- Control and adjust machine settings
- Feed raw material or parts to automated machines
- Keep records of approved and defective units or final products.

Education and Training

Northwestern High School - Rock Hill, South Carolina | High school diploma

06/2012

Work Authorization

United States

Languages

English, Intermediate