



Patrissia Durogene

Operation Specialist

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Languages

English

About

With extensive experience in customer service and a strong background in administrative tasks, I excel at creating welcoming atmospheres and managing diverse duties. My resilience and adaptability equip me for dynamic retail environments, where I'm eager to make a positive impact.

BRANDS WORKED WITH

Office Angels

PPD Development

Priebe Security Services, Inc

UBER/LYFT

US Army

Experience



● Temporary Receptionist

Office Angels | Jan 2023 - Now

Carried out daily administrative and front desk office duties at a multitude of corporate offices, including patent and corporate law firms, asset management companies, consultancies, and banks. My duties included:

- Answering high volume of calls and processing documents and post.
- Interacting with customers of all backgrounds, providing them with a welcoming atmosphere
- Ad-hoc administration tasks such as data entry, filing and supporting the migration of data from paper to an online system.

● Rideshare Driver

UBER/LYFT | Aug 2017 - Jan 2023

Successfully worked as a freelance taxi driver, growing my profile as a driver and administrating my finances.

- I safely transported passengers across Texas, including individuals in intense emotional distress and survivors fleeing domestic violence.
- Optimized positioning and scheduling to reduce wait times, maintain customer satisfaction and maximize revenue.

● Security Officer

Priebe Security Services, Inc | Jun 2017 - Aug 2017

Worked on a corporate site which housed high profile companies.

- Protected the property and ensured that only authorized employees and guests entered the premises to reduce the risk of theft and other disturbances.
- Monitored surveillance equipment to support other security measures in place to maintain a safe and secure working environment for employees.
- Coordinated and liased with law enforcement and first responders in cases of emergency.

● Food & Nutrition Team Leader

PPD Development | Jul 2016 - Apr 2017

PPD is a pharmaceutical company. Role was to assist with on-site drug testing for human trials, was responsible that subjects in study were being given the correct food and nutrition. Assisted with 6 to 10 studies at any one time.

- Liaised with scientists, patients and nutritionists.
- Assisted supervisor in managing PPD's Food & Nutrition department and took charge of organizing the employee rota.
- Assisted in scheduling and training of new employees to optimize integration into the team.
- Responsible for staff adherence to health and safety food guidelines.



● Chemical Operation Specialist

US Army | Oct 2012 - Apr 2016

Joined the army as a private and left service as a high-grade Chemical Specialist.

- Administered chemical defense training and organized on the job training for new recruits. Responsible for ongoing supervision and training of approx. 100 people. Would conduct regular group sessions such as how to use gas masks.
- Gained extensive experience in the collection of water and soil samples for environmental studies.
- Served on a STRYKER Nuclear Biological Chemical Reconnaissance Platoon for the US Army.

Education & Training

2022 - 2024 ● **Anglia Ruskin University**
Bachelor of Biomedical Science,

2013 - 2013 ● **Radiological and Nuclear School**
School Certificate,