

Joshua A. Barrad

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PROFILE:

I am a driven and hard working individual. I am self-motivated and enjoy problem solving. I have extensive experience in the security industry, the loan and insurance industries, as well as a vast knowledge of computer technology. I am also mechanical, as I have a degree in automotive technology. I enjoy meeting the challenges of a constantly changing work environment. I make goals for myself to progress in whatever endeavor I pursue and use my experiences and current knowledge as an ever growing foundation toward greater success.

Areas of Expertise

- Due Diligence Audits
- Quality Control Management
- Security Risk Assessment
- Organization & Time Management
- Computer Setup and Training

EMPLOYMENT HISTORY:

B-G&G Investors, LLCs

June 2008 – Present

Assistant District Manager – Oakmont Apartments

Duties include: Manage office staff of 4 employees, manage maintenance staff of 7 employees, process month end reports and close out, payroll processing, process tenants for DHAP or Sec. 8 assistance, train staff in leasing procedures, file evictions and appear in court of evictions, oversee after-hours calls, process move-ins and move-outs, maintain daily, weekly and monthly reports, coordinate monthly maintenance (air filters, pest control, etc.), collect rent, issue late notices, 5 day notices, and renewal notices, issue lease violations, assess and correct security issues, perform rent surveys, and manage day to day operations

B-G&G Investors, LLCs

September 2007 – Present

Property Manager – Pines I & II Apartments

Duties include: Manage 1 office employee, manage maintenance staff of 3 employees, process tenants for DHAP or Sec. 8 assistance, approve leases, train staff in leasing procedures, file evictions and appear in court of evictions, oversee after-hours calls, process move-ins and move-outs, maintain daily, weekly and monthly reports, coordinate monthly maintenance issues (air filters, pest control, etc.), collect rent, issue late notices, 5 day notices, and renewal notices, and issue lease violations

B-G&G Investors, LLCs

August 2007 – Present

Assistant Construction Manager

Duties include: Oversee construction progress on daily basis, coordinate make ready for apartment turnover

Specialize in due diligence – lease audits

B-G&G Investors, LLCs **June 2007 – Present**
PC Maintenance Technician

Duties include: Setup and maintain computers, train staff on computer software

B-G&G Investors, LLCs **January 2007 – June 2007**
Property Manager – Dali Place Apartments

Duties included: Management of office staff, manage of maintenance staff, processed tenants for DHAP or Sec. 8 assistance, approved leases, trained staff in leasing procedures, filed evictions and appeared in court of evictions, oversaw after-hours calls, processed move-ins and move-outs, maintained daily, weekly and monthly reports, coordinated monthly maintenance issues (air filters, pest control, etc.), collected rent, issued late notices, 5 day notices, and renewal notices, and issued lease violations

American Vision Security, Inc., Stanton, CA **October 2005 – May 2007**
Owner/ Chief Operations Officer/ Captain of Security

Duties included: Recruiting and training security staff, payroll processing, soliciting new clients, assessing security issues, setting up secured perimeters, and responding to after-hours security calls.

Access Control Security, Anaheim, CA **April 2004 – July 2006**
Captain of Security- Night Supervisor/ Night Operations Manager

Duties included: Payroll distribution, nightly patrol of all properties serviced, recruited and trained employees, maintained security tracking systems, kept inventory of supplies and uniforms issued, and maintained client accounts.

Wackenhut Security Services, Orange, CA **February 2005 – May 2005**
Bank Protection Officer

Duties included: Armed security of bank property and assets, hourly patrols, and semi-annual firearms recertification.

Primerica Financial Services, Laguna Hills, CA **February 2003 – December 2003**
Personal Financial Analyst – Independent Contractor

Duties included: Responsible for generating leads, follow-thru with clients, assessing client financial needs, underwrote insurance policies, home loans, and referred clients to qualified securities associates.

Burlington Coat Factory, Buena Park, CA **August 2002 – March 2003**
Loss Prevention Associate

Duties included: Set up and implementation of loss prevention procedures, set up and monitoring of camera systems, trained Junior Loss Prevention Associates in proper security technique, patrol of store property, and executed initial arrest of shop-lifters.

GT Automotive, Los Alamitos, CA **January 2002 – August 2002**
Service Writer

Duties included: Take in and process of vehicles, scheduled maintenance and repairs for customer vehicles, processed vehicle estimates for approval, and payroll processing.

EDUCATION:

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| Certified Fugitive Recovery Agent | 2005 |
| Peace Officer Standards and Training PC 832 Arrest and Firearms Certification | 2004 |
| Bureau of Security & Investigative Services Guard Card – Powers of Arrest, Mace/Pepper Spray Permit, PR-24 & Expandable Baton Permit, Firearms Permit, Certified Guard Trainer | 2004 |
| Red Cross of America Certified CPR Training, Certified First Aid Training, Certified AED Training, Certified First Responder | 2004 |
| Enforcement Trainers, Inc. Retail Loss Prevention Level 1 Program, Security Officer Executive Training Program, Security Management Training, Weaponless Defense Training | 2004 |
| California Department of Insurance Life and Disability Insurance Sales License | 2003 |
| Total Security Network Certificate of Completion – Loss Prevention Course | 2002 |
| Automotive Management Institute Certificate of Completion – Service Writer Training Course | 2002 |
| Automotive Service Excellence Certified Refrigerant Recovery and Recycling, Engine Repair, Automatic Trans/Transaxle, Suspension and Steering, Brakes, Electrical/Electronic Systems, Engine Performance | 2001 |
| Hunter Certified Alignment Geometry One, Alignment Geometry Two | 2001 |
| Denver Institute of Diesel and Automotive Technology Associates of Applied Sciences Degree with Honors “Cum Laude” - Automotive Technology Diploma - Automotive Service Technician, Diploma - Drivability Technician, Diploma - Transmission Technician, Diploma - Heavy Duty Power Plants, Certificate of Completion - Diesel Fuel, Certificates of Completion - Diesel Engines I & II | 2001 |