



NISHION POWELL

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OBJECTIVE

Detail-oriented and highly organized professional with a strong background in administrative support, operational coordination, and airport operations. Experienced in managing records, supporting departmental processes, and ensuring compliance in fast-paced environments. Committed to contributing to efficient operations while continuing to grow and develop professionally.

EXPERIENCE

Princess Juliana international Airport (PJIA) | **Administrative Officer** | **Security Officer** |
June 19, 2023 - Present

Administrative Officer:

- Provide comprehensive administrative support to the Security Department, ensuring efficient daily operations.
- Manage and maintain training records, sick leave documentation, incident reports, and the renewal of security passes.
- Coordinate airport-wide access control, including staff access cards and monitoring of parking lot boom barriers.
- Assist section heads and the department manager with administrative tasks, reporting, and compliance requirements.
- Support departmental reporting, compliance tracking, and documentation management.
- Assist with purchase order processing and administrative tracking of departmental expenses.

Security Officer :

- Screen passengers, staff, and baggage in alignment with security protocols and regulatory guidelines.
- Monitor and manage access control to restricted areas, responding promptly to incidents.
- Maintain strong communication with stakeholders and stay updated on evolving security standards.

Checkmate Security Service | **Operation Coordinator/ Airline Supervisor/ Patrol**

Officer | October 6, 2015 – June 18, 2023

Operations Coordinator:

- Oversaw and coordinated daily operations at both the Airport and Cruise Port.
- Developed and implemented operational procedures to improve efficiency and safety.
- Evaluated safety protocols to ensure compliance with client requirements and local regulations.

Airline Supervisor:

- Managed aviation security procedures and implemented preventative safety measures.
- Created and maintained weekly staff schedules for both Cruise and Airport operations.
- Ensured the safety of passengers, crew, and ground personnel through continuous oversight.

Patrol Officer:

- Supervised security officers, conducted routine inspections, and produced detailed reports.
- Ensured strict adherence to standard operating procedures and safety regulations.

EDUCATION

- **Bachelor of Business Administration (BBA)** | Business Management, Minor in Human Resource Management | Ongoing | Monroe University (Online)
- **Associate of Applied Science (AAS) – Business** | June 2025 | GPA: 3.56 – Magna Cum Laude | University of St. Martin
- **GED Diploma** | June 2017 | University of St. Martin

SKILLS & ABILITIES

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| • Microsoft Office Suite (Word, Excel, PowerPoint) | • Leadership & Team Oversight |
| • Administrative & Organizational Management | • Conflict Resolution & Stakeholder Engagement |
| • HR-Related Recordkeeping (leave tracking, training logs, compliance files) | • Aviation & Maritime Security Operations |
| • Cross-Functional Communication & Interpersonal Skills | • Policy Compliance & Regulatory Awareness |
| • Employee Scheduling & Resource Coordination | • Operational Planning & Procedure Development |