



# Crime Alert Bulletin

## SCAM/FRAUD INCIDENT

April 15<sup>th</sup>, 2020

Earlier today, UPD was contacted by a very alert student who shared their story of an attempted “work from home personal assistant” scam. Unfortunately, even during this pandemic, there are criminals working hard to take your money. Be Alert! Don’t Be a Victim!

“A Personal Assistant is needed by XXXX, A Business Analyst. The personal assistant job involves you working remotely from your location to support a busy executive. The qualified person should be smart and very resourceful with exceptional communication skills and organizational ability. I need your service and skills because I’m constantly out of town and presently in New York , We will conclude the interview and employment when I return to the Canada on the 25th of May

### Responsibilities:

- Coordinating a complex schedule both work and personal
- Manage multiple task lists
- Manage & run personal & business errands
- Handle highly confidential and/or sensitive matters with discretion and tact at all times

Job Type: Part-Time (2-3 Hours Weekly)

Salary: \$300/Week

Urgent and/or Trial Task:

An immediate task requires you to perform an important assignment this week/next week. My Financial Adviser will issue you a Certified Company Check to execute the task. You will need to Purchase gift items for kids (Foster Care). I will send you delivery address after the purchase. Note that you are not to use your personal funds. If you are interested and qualified, provide your contact details using the format below....”

The best advice is to be very suspicious and remain on guard. Never tap or click links in messages, look up numbers and website addresses and search them yourself. Don’t give any information to a caller or to an e-mailer unless you’re certain they are legitimate.

### How to Spot, Avoid and Report Fake Check Scams

<https://www.consumer.ftc.gov/articles/how-spot-avoid-and-report-fake-check-scams>

### Protect your wallet from Pandemic Scammers

<https://www.fbi.gov/news/stories/protect-yourself-from-covid-19-scams-040620>

For additional information or to report a scam or fraud to the Federal Trade Commission contact <https://www.ftccomplaintassistant.gov/#crnt&panel1-1>.

If you need any additional information or assistance, please contact the University Police at 727-873-4444 or [police@usfsp.edu](mailto:police@usfsp.edu).

**SEE SOMETHING. SAY SOMETHING.**

CALL UPD: **727-873-4444**



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