Robert Smith

Access Control Specialist

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SUMMARY

Access Control Specialist makes sure that prohibited and restricted items do not find their way into or out of the building.

SKILLS

System Management, Organisation.

WORK EXPERIENCE

Access Control Specialist

ABC Corporation - February 2015 – February 2016

- Reported directly to the CSO for Cyber and ITB security.
- Utilized planning tools and procedures to identify access requirements for the area which will be entered
- Obtained an active security plan from TRIAD for the area which is to be accessed
- Verified the identity of the individuals which will be monitored and ensure the individuals being monitored have the required credentials for entering the area
- Brief the individuals being monitored on prohibited and controlled articles and other safety and security requirements
- Completed the logging system requirements
- Escort the approved individuals to the approved work area

Access Control Specialist

Delta Corporation - 2013 – 2015

- Access Control Specialist ..Contractor for government jobs ..controlling entering and exiting of buildings TSCI clearance with a full scope poly.
- Job Duties Performing random inspections Visually monitoring the entering and exiting of buildings When needed I used a medal detector and a wand .
- Trained many new employees.
- Received good several reviews on my work performance.
- Access Control Specialist ..Contractor for government jobs ..controlling entering and exiting of buildings TSCI clearance with a full scope poly.
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EDUCATION

Diploma - (James Madison High School)

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