

ROBERT SMITH

Armed Guard/Officer

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Over 15 years of experience on small teams in remote locations operating specialized equipment, performing maintenance, troubleshooting and conducting field repairs. Recognized for the type of management ingenuity that enhances productivity, inspires sustained performance, and develops subordinates.

EXPERIENCE

Armed Guard/Officer

ABC Corporation - JUNE 2008 - NOVEMBER 2010

- Received routine shift briefings and conducted weapon upload for various shift assignments.
- Controlled and monitored all traffic access points at front and rear gates of the base installation.
- Identified and monitored all military and civilian personnel identification and CAC cards by using Scan-Tron monitoring devices.
- Conducted inspections on all personnel and commercial vehicles upon entry of the installation, assigned temporary or permit passes to authorized personnel.
- Guided visiting personnel to various locations on the post and ensured that command policy is adhered to.
- Conducted report writing using various forms.
- Performed and render assistance to federal base police officers and other base personnel when directed by immediate supervisors.

Armed Guard

ABC Corporation - 2005 - 2008

- Developing, implementing and administering all segments of the institutions Security Program, including physical, technical, personnel, procedural and electronic security.
- Working with the institutions legal representative and department leaders, insuring that the institutions employees, customers, facilities, assets, records and proprietary information are protected.
- Selecting, maintaining and testing appropriate intrusion devices, alarms and cameras that record activity in appropriate locations and that warn of threats.
- Developing and implementing physical security procedures and processes for all of the institutions locations, plans for reducing or eliminating premises liability issues and site analysis and threat assessment documentation.
- Designing and implementing courier and armored car carrier processes.
- Working with other department leaders, assisting with the continual

development of loss control and anti-compromise measures to protect general assets, proprietary information and processes.

- Establishing and maintaining satisfactory liaison with law enforcement officers at all levels in geographical areas where employees and customers are located, and maintaining files for each location regarding available resources and emergency services agencies available..

EDUCATION

- Associate's in Business and Management - (Everest College - Newport News, VA)

SKILLS

Type 85 WPM, speak Spanish, respect people, stand for long periods of time, valid Louisiana drivers license, non-smoker.