

ROBERT SMITH

Assistant Director Of Security III

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

To plans, direct and coordinate the daily activities of the Security department. Ensures that established goals and objectives are accomplished. Make recommendations and assist in the formulation of overall security goals and objectives.

CORE COMPETENCIES

The Ability to be Patient Regardless of the Situation, Good verbal and Written Communication Skills.

PROFESSIONAL EXPERIENCE

Assistant Director Of Security III

ABC Corporation - December 2014 – November 2015

Key Deliverables:

- Responsible for the daily operations of the property and security staff.
- Served as the Manager on Duty (MOD) in the absence of the clients staff.
- Responsible for the safety and security of employees and guests on a daily basis.
- Provided great customer service to tenants, clients, and guests.
- Assisted in the development of employee retention programs to assure long term employees.
- Worked closely with local law enforcement and fire department to assist with the education of staff and improve responses from emergency services.
- Provided leadership, direction, and professional mentorship to Supervisors and Line Security staff.

Assistant Director Of Security

Delta Corporation - 2013 – 2014

Key Deliverables:

- Assisted Director of Security at Nyack hospital with meeting training objectives for Security Officers to meet organizational, legal, regulatory and .
- Coordinated training of staff Administered site specific post order competency tests Conducted routine patrols of posts and facility Resolved payroll .
- Patrol interior & exterior of mall Dispatch officers to instances Assist customers, tenants, & mall management.
- Experience in armed retail security, supervision, background investigation, manpower allocation and budgeting.
- Initiate investigation, patrol, monitor CCTV, scheduling, assists the Director of Security with training, budgeting and safety training with new hires.
- Recovered stolen vehicle, employee of the month twice, promoted three times.
- Skills Used Investigative, supervisory and managerial skills.

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EDUCATION

- Diploma - (Atwater High School - Atwater, CA)