

OLIVIA SMITH

Assistant Security Manager

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PROFESSIONAL SUMMARY

Dedicated security professional with 2 years of experience in managing security operations and ensuring safety protocols. Skilled in developing and implementing security measures, conducting investigations, and training personnel. Committed to maintaining a secure environment for guests and staff while minimizing risks and enhancing operational efficiency.

WORK EXPERIENCE

Assistant Security Manager

Feb / 2024-Ongoing

WidgetWorks Inc.

Denver, CO

1. Oversaw the creation and maintenance of Currier Cards, ensuring accurate records for personnel.
2. Managed the End-of-Day program for over 140 employees, optimizing security processes in both classified and unclassified environments.
3. Scheduled and trained personnel for security duties, enhancing team performance.
4. Processed travel requests and visit requests through JPAS, ensuring compliance for personnel activities.
5. Maintained physical records for personnel access, conducting periodic reviews for security purposes.
6. Assisted in clearance reviews, reducing processing time significantly.
7. Monitored compliance with security protocols during personnel access and departures.

Assistant Security Manager

Feb / 2023-Feb / 2024

Silver Lake Enterprises

Seattle, WA

1. Supported the Security Manager in executing the store's shortage prevention program, contributing to a safer environment.
2. Managed recruitment, training, and scheduling for the security team, ensuring maximum coverage.
3. Conducted investigations into cash theft and other security breaches, implementing corrective actions.
4. Ensured compliance with internal security policies and SECNAV regulations.
5. Reviewed and submitted security clearance applications, maintaining accuracy and confidentiality.
6. Monitored access control, issuing key cards to authorized personnel only.

EDUCATION

Bachelor of Science in Criminal Justice

Feb / 2022-Feb / 2023

State University

Phoenix, AZ

Focused on security management, risk assessment, and emergency response strategies.

SKILLS

Effective Communication
And Interpersonal Skills



Surveillance Systems



Risk Assessment



Emergency Response



ACHIEVEMENTS

- ★ Reduced security incidents by 20% through improved training programs.
- ★ Successfully implemented a new access control system that enhanced security measures.
- ★ Conducted thorough investigations leading to the resolution of multiple theft cases.