ROBERT SMITH

Jr. Campus Security Officer

E-mail: info@qwikresumc.com **Phone:** (0123)-456-789

SUMMARY

Highly efficient reliable and industrious officer with extensive security management skills, and a broad range of expertise gained via exemplary service in various high-pressure settings.

SKILLS

Analytical Skills, Researching, Communications, Computer.

WORK EXPERIENCE

Jr. Campus Security Officer

ABC Corporation - November 2009 – December 2014

- Patrol the University academic buildings, sports arenas, fields, and residence halls, both internal and external, for safety, security and detection of statutory and University policy violations.
- Perform routine security checks of designated property requiring specialized security attention and training.
- Respond to fire alarm calls and belated incidents as assigned.
- Provide security at University sanctioned events.
- Make contact with students and staff and attend meetings as needed to establish a positive working relationship with the University community.
- Make contact with housing staff, maintenance, or on-call personnel as necessary for the dissemination of information resulting from incidents in living units.
- Worked with police on several investigations drugs and other matters.

Campus Security Officer

ABC Corporation - 2008 – 2009

- Patrolled assigned area checking for fires, vandalism, suspicious activity or persons.
- Checked doors and windows of buildings to ensure they are closed and secure; noted in a written log any unlocked doors.
- Observed activity and traffic in assigned areas to enforce campus rules and regulations.
- Decideed when incidents require written reports in addition to which actions to take based on the situation.
- Investigated and reported hazards, unusual or suspicious circumstances to police units for correction or follow up actions.
- Responsible for logging in visitors that entered the hospital.
- Escorted people/property to desired destination when monies, documents or safety of property or persons are a concern..

© This Free Resume Template is the copyright of Qwikresume.com. Usage Guidelines

SCHOLASTICS

- Diploma - (Alleman High School - Rock Island, IL)

© This **Free Resume Template** is the copyright of Qwikresume.com. **Usage Guidelines**