

ROBERT SMITH

Sr. Chief Of Security

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

SUMMARY

Seeking full-time employment in which can utilize skills/experiences of confidentiality, supervisory, time management, independent/team worker, detail oriented, multi tasking and data entry. I also enjoy providing excellent customer service and have various computer skills. Experiences in the logistical and administration career field have proven to be a great success within my careers and life experiences.

CORE COMPETENCIES

Multiple Computer Operating Systems, Armed Security, Surveillance & CCTV Systems, Retail/Customer Service, Criminal Investigation.

PROFESSIONAL EXPERIENCE

Sr. Chief Of Security

ABC Corporation - 2006 – January 2006

Key Deliverables:

- Supervises and Coordinates activities/schedules of guard force for the Tweed Museum.
- Assigns guards to posts during Museum events.
- Prepare museum for open hours (security alarms, lights and doors.
- Interprets security rules and directs subordinates in enforcing compliance such as insurance of security badges, clothing and safeguarding of articles carried by visitors.
- Responds to calls from subordinated to direct activities during fires, storms, riots, or other emergencies.
- Reports facility needs to Facilities Management.
- Reports irregularities and hazards to appropriate personnel.

Chief Of Security

Delta Corporation - 1998 – 2005

Key Deliverables:

- Managed day-to-day operations for the security department.
- Interviewed and evaluated personnel.
- Directed security staff and other staff in safety and security measures.
- Intervened as advocate for outpatient substance abuse clients to resolve emergency problems in crisis situation.
- Responsible for the overall supervision of a twenty-two hundred adult male facility.
- Directly supervised one-hundred ninety two staff members, provided instructions, training, and formulated security and work procedures.
- Authorized and headed all activities during emergency situations to include use of force.

EDUCATION

2259 Oak Street, Old Forge, New York, 13420

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- Certification in MN US - (UMD Safety and Health School)