ROBERT SMITH

Assistant Courtesy Officer

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Required to complete written logs daily, deliver notices to residents, issue citations or infractions, and answer emergency and non-emergency calls .

NOVEMBER 2013 – APRIL 2015

ASSISTANT COURTESY OFFICER - ABC CORPORATION

- Provided safety and security for 475 unit retirement community.
- Patrolled community perimeter and facilities to detect safety or security issues and incidents.
- Annotated and notified appropriate authorities or staff when safety hazards or security incidents are found/occur.
- Acted as a first-responder for medical emergencies and other incidents that required immediate action rendering first-aid and/or cardio pulmonary resuscitation to staff, residents, or visitors on community grounds until emergency medical response arrives.
- Assisted fire and emergency medical response teams with evacuation or help with residents.
- Stood watch at entry control gate to ensure authorized personnel were granted permission to enter gated community.
- Coordinated with staff and residents for appropriate visitor access.

2011 – 2013

COURTESY OFFICER - DELTA CORPORATION

- Make sure the property is properly secured Keep track of all inventory Checking in and checking out all visitors.
- Answer requests from residents Patrol apartment complex Work front desk in fitness center.
- Greet and authorize all visitors, guests, contractors, vendors and employees.
- Report potential safety hazards and maintenance issues and general clerical duties as assigned.
- Monitor the following CCTV surveillance system Elevator Controls Fire and building alarms Intercom systems Loading dock doors & delivery Logbooks, .
- Assist guests after close of the office with lock-outs, medical and fire emergencies, late check-ins Accurate incident reporting.
- Watching to secure environments of assets and people Handling emergency situations Writing detailed report.

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EDUCATION

Bachelor's Degree in Management - (Park University - San Antonio, TX)

SKILLS

Program Management, Management, Supervisor, Mentoring, Instructor, Teaching, Training, Typing, Office Automation, Intelligence.