

ISABELLA CLARK

Lead Security Guard

support@qwikresume.com (123) 456 7899 Los Angeles www.qwikresume.com

PROFESSIONAL SUMMARY

Focused and proactive Lead Security Guard with 2 years of hands-on experience in security operations. Skilled in enforcing safety regulations, conducting detailed inspections, and managing personnel to ensure a safe environment. Committed to maintaining high security standards and effectively communicating with team members to enhance operational efficiency.

WORK EXPERIENCE

Lead Security Guard

Mar / 2024-Ongoing

Pineapple Enterprises

Santa Monica, CA

- Conducted 12-hour shifts, closely assisting and training federal police officers in security operations.
- Supervised and evaluated the performance of security personnel on duty.
- Implemented access control measures in compliance with Army regulations, ensuring safety at FT. Hill.
- Executed Random Antiterrorism Measures (RAM) on vehicles and occupants at varying security levels.
- Managed escort protocols for unauthorized personnel, ensuring safe navigation within the facility.
- Reviewed and contributed to the Plan of Action and Milestone (POA&M), attending high-level security briefings.
- Introduced innovative security measures that addressed vulnerabilities, optimizing resource allocation.

Lead Security Guard

Mar / 2023-Mar / 2024

Crescent Moon Design

Portland, OR

- Facilitated intake interviews for incoming clients, controlling access to sensitive areas.
- Authored daily activity reports, supervising a staff of eight to ensure compliance with security protocols.
- Led a team of 7 guards, managing crowd observation, conflict de-escalation, and shift documentation.
- Welcomed visitors and callers, efficiently directing inquiries to appropriate personnel.
- Provided customer service support, addressing order placements and account inquiries.
- Established work procedures and schedules, monitoring daily clerical activities for efficiency.

EDUCATION

Associate of Applied Science in Criminal Justice

Mar / 2022 - Mar / 2023

City College of New York

Phoenix, AZ

Focused on security management and law enforcement principles.

SKILLS

Staff Supervision



Security Operations Management



Access Control



Ethical Judgment



Cultural Sensitivity



Adaptability



INTERESTS

Gaming

Fashion

Film

Technology

STRENGTHS

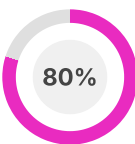
Fairness

Flexibility

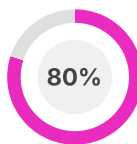
Forward-thinking

Gratitude

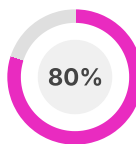
LANGUAGES



English



Russian



French

ACHIEVEMENTS

Implemented a new access control system that reduced unauthorized entries by 30%.

Trained and mentored 5 new security personnel, improving team efficiency by enhancing their skills.

Conducted regular safety drills, increasing staff awareness and preparedness by 40%.