

Robert Smith

Licensed Security Officer

PERSONAL STATEMENT

Excels individually, but is a great team player. Working well with others. Great at multitasking, interpersonal communication, and leadership skills. Extensive knowledge working hands on with the special needs population also. Supervisor Experience in OMH/OPWDD fields.

WORK EXPERIENCE

Licensed Security Officer

ABC Corporation - December 2013 - August 2016

Responsibilities:

- Preventing unauthorized personnel onto the site.
- Answered the telephone, direct calls and take messages as needed.
- Monitored CCTV.
- Monitored control room alarms, phones, and cameras.
- Answered any incoming calls to the control room.
- Ensured operation of equipment by completing preventive maintenance requirements; following manufacturers instructions; troubleshooting malfunctions; calling for repairs; evaluating new equipment and techniques.
- Contributed to team effort by accomplishing related results as needed.

Licensed Security Officer

Delta Corporation - 2009 - 2013

Responsibilities:

- Maintain the security of the medical center, staff and visitors.
- Assist visitors with any problems.
- Assist staff with any problems with visitors.
- Assist visitors/staff in case of emergency.
- Perform security escorts when necessary.
- Assist Facilities Team when necessary.
- As a Licensed Security Officer some tasks were to authorize entrance and departure of employees, visitors, and other persons to guard against theft .

Education

High School Or Equivalent

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Microsoft Office, Report Writing, Access Control, Customer Service.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)