Robert Smith

Private Security Officer II

PERSONAL STATEMENT

Attain a full time position of employment where can utilize classroom knowledge and field experience to be a valuable asset and impacting team member in security, public safety, and criminal justice.

WORK EXPERIENCE

Private Security Officer II

ABC Corporation - May 2015 – November 2015

Responsibilities:

- Developed and implemented an efficient admission process at client site.
- Monitored all entrances and exits to ensure prevention of all unapproved entry into facility.
- Supervised all vehicular movement and parking at security gate.
- Monitored all employees and visitors into facility, initiate in appropriate screening prior to entering building and ensured high end security.
- Assisted all legitimate visitors in all queries and monitor entry and exit to facility.
- Developed and maintained professional relations with employees and visitors and ensure appropriate courtesy to everyone.
- Ensured optimal levels of communication with clients and visitors and provide all required information.

Private Security Officer

Delta Corporation - 2012 – 2015

Responsibilities:

- Patrolled campus by foot as instructed by Hampton University Police Secured/Unlocked required doors during shift Reported any strange activities or .
- While working on my shift the building is open 24/7 with federal employees coming in and out of buildings on the campus.
- My job is to check each employee identification card that comes in the buildings on the campus.
- Also, assisting employee access in the buildings by confirming their access in the building with the command center to grant them access.
- My job as well, was to use the magnetometer and x-ray machines to scan items that employees or visitors come in to the building with for safety and .
- Maintained excellent customer service as I was the first person Samsung employees saw when they walked through the door.
- Kept my post secure, making sure no one entered with contraband.

Education

Associate in Applied Science in Criminal Justice - December 2015(Columbia Basin College - Pasco, WA)

CONTACT DETAILS

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SKILLS

Legal Research, Microsoft Office, Law Enforcement, Security, Small Team Leaderahip, Quality Control, Maintenance,.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference – 1 (Company Name)
Reference – 2 (Company Name)

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