ROBERT SMITH

Lead Public Safety Officer

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

SUMMARY

To acquire a new position that utilizes already gained experience as well as offers with new opportunities, which combined will be mutually beneficial to your organization.

CORE COMPETENCIES

Inventory management, Microsoft word, excel.

PROFESSIONAL EXPERIENCE

Lead Public Safety Officer

Del Val University - August 2011 – 2019

Key Deliverables:

- Patrol all buildings and grounds of the campus both in a vehicle and on foot, parking lots and road ways, residence halls and enforce all regulations concerning alcohol, noise and visitation.
- Enforce rules and regulations of Delaware Valley University.
- Assist in ensuring the safety and protection of students, employees and visitors on campus; render assistance as a first responder and provide transportation as appropriate.
- Enforce regulations pertaining to security, safety and proper usage of university property, and be alert for hazards on the premises which could endanger the safety of persons on campus.
- Lock and unlock all doors, examine windows, lights and gates to ensure that they are secure.
- Permit authorized persons to enter campus and observe departing individuals in order to prevent theft of university property.
- Inspect equipment, including but not limited to fire alarms, public safety equipment, and building and laboratory temperatures; inspect machinery for hazards as required by the Department of Public Safety and Security and/or Facilities.

Public Safety Officer

ABC Corporation - 2006 – 2011

Key Deliverables:

- Duties and experience Crisis management (in relation to medical/criminal situations, and to civil disputes.) Bookkeeping and record processing.
- Radio/phone operation and dispatching.
- General mall safety and policy enforcement.
- Data/event/incident entry and extensive reporting.
- During employment I maintained mall safety through patrol, dispatching of officers and other staff to points of interest or contention, and processing/writing of reports and other records.

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- Also performed duties related to medical response and assistance, criminal apprehension and processing, and interaction with local law enforcement and fire prevention.
- Earned a commendation for outstanding performance with the public, viewable upon request..

EDUCATION

- Liberal Arts - 1989(Bucks County Community College - Newtown, PA)

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