

OLIVIA SMITH

School Safety Officer

✉ support@qwikresume.com 📞 (123) 456 7899 📍 Los Angeles
🌐 www.qwikresume.com



PROFESSIONAL SUMMARY

Dedicated School Safety Officer with 2 years of experience in maintaining a secure educational environment. Proven ability to conduct effective surveillance, manage emergency situations, and enforce safety protocols. Committed to fostering a safe atmosphere for students and staff through proactive measures and strong communication skills. Eager to contribute to the safety and well-being of the school community.

WORK EXPERIENCE

School Safety Officer

Maple Leaf Consulting

📅 Feb / 2024-Ongoing

📍 Toronto, ON

1. Conduct daily security checks and monitor student activities to ensure safety.
2. Write detailed incident reports for all disciplinary actions and safety concerns.
3. Supervise students during lunch breaks, maintaining a safe environment in the cafeteria.
4. Perform regular patrols and monitor CCTV to ensure comprehensive school surveillance.
5. Respond to emergencies, including alarm activations, with prompt and effective action.
6. Collaborate with staff to enforce school policies and maintain a secure atmosphere.
7. Assist in traffic control during school events, ensuring student safety at all times.

School Safety Officer

Summit Peak Industries

📅 Feb / 2023-Feb / 2024

📍 Denver, CO

1. Enforce safety regulations specific to school environments.
2. Assist in the investigation of incidents involving students and staff.
3. Prepare documentation for law enforcement as needed.
4. Communicate effectively with students, parents, and staff regarding safety protocols.
5. Utilize tactical skills to manage potentially dangerous situations.
6. Maintain knowledge of local laws and regulations affecting school safety.

EDUCATION

Associate of Applied Science in Criminal Justice

City College

📅 Feb / 2022-Feb / 2023

📍 Portland, OR

Focused on law enforcement, public safety, and emergency management.

SKILLS

Surveillance Monitoring



Crisis Management



Team Collaboration



Emergency Response



ACHIEVEMENTS

- 🌟 Successfully reduced incidents of vandalism by 30% through proactive monitoring.
- 🌟 Led emergency drills that improved student and staff preparedness by 40%.
- 🌟 Developed a reporting system that streamlined communication of safety incidents.