Robert Smith

Security Captain

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SUMMARY

To broaden my horizons and to maintain parttime-time work in a productive industry while implementing various skills in communication, decision-making supervision, team work, customer service, and computer technology.

SKILLS

Type 40 WPM, Excel, Word, PowerPoint.

WORK EXPERIENCE

Security Captain

ABC Corporation - July 1997 – September 2006

- Supervised all security personnel.
- Deployed officers to their post, do payroll, write reports on all incidents and injuries occurring on property and some off property.
- Read and corrected reports from other supervisors.
- Minimized liability for the company.
- Detained, arrested and appeared in court on all criminal activities.
- Provided a safe environment for all customers and employees.
- Wrote reports of daily activities and irregularities such as equipment or report damage, theft, presence of unauthorized persons or unusual occurrences.

Security Captain

Delta Corporation - 1993 – 1997

- Reported violations of rules to the associate director of security Monitors property and premises via surveillance equipment Identify visitors and .
- Ran events and kept order for 500+ participants.
- Secure all personell, supervise security guards Accomplishments Was promoted within company Skills Used Leadership,computer,supervision,.
- Oversaw 3 security management personnel and 36 security officers; developed security personnel for executive office transportation.
- Maintained comprehensive and chronological shift reports.
- Operated Data Watch Alarm Monitoring Systems.
- Prepared incidents reports and taking recommended appropriate follow up actions.

EDUCATION

BA In Criminal Justice

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