Security Guard Supervisor I

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Objective

A dynamic leader with 10 years of experience in planning, developing, implementing state of the art operational solutions, and delivering on performance excellence, while continuing to keep a laser focus on customer satisfaction. Extensive experience and background in leading cross-functional groups and teams with diverse technical backgrounds to exceptional performance outcomes.

Skills

Certified mechanic helper license, hazwoper, safety, confine space entry, hot work ,scanner,cycle count.

Work Experience

Security Guard Supervisor I

ABC Corporation - January 2007 – January 2009

- Monitored and authorize entrance and departure of employees, visitors, and other persons to guard against theft and maintain security of premises.
- Wrote reports of daily activities and irregularities such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences.
- Called police or fire departments in cases of emergency, such as fire or presence of unauthorized persons.
- Answered alarms and investigated disturbances.
- Patrolled the property to prevent and detect signs of intrusion and ensure security of doors, windows, and gates.
- Helped coordinate building projects by giving construction workers access to certain rooms in the building.
- Provided proper etiquette training on how to properly interact with the residents and guest of the property.

Security Guard Supervisor

Delta Corporation - 2006 – 2007

- February 2002 - November 2003 Provided protection services for up to 76 stores at Champlain Centre North shopping mall / 150 stores at Crossgates .
- Prepare daily rotations for guard shifts Edit time schedule for guards Count daily booth cash takes Check if guards participated daily in patrols .
- Maintain employee records Create employee schedules Train new employees.
- Secure and monitor Allstate buildings and grounds Register all visitors and contractor Receptionist type duties include, signing for packages, .
- Managed staff schedules for all shifts and events to minimize overtime costs Communicated and enforced compliance with state and local laws while .
- Secure all premises and log all round sheets.
- I did security at different venues in Austin.

Education

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MASTER OF SCIENCE in INFORMATION TECHNOLOGY - (American InterContinental University - Schaumburg, IL)

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