# Robert Smith

*Site Security Manager II*


### CONTACT DETAILS

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## PERSONAL STATEMENT

A position to work in Administration to contribute hardworking skills, organizational skills, responsibility, and dedication to the job.

## WORK EXPERIENCE

### *Site Security Manager II*

**ABC Corporation - August 2013 – August 2015**

*Responsibilities:*

- Responsible for managing the security of three RAPIDS workstations to regulation standards.
- Developed and implemented an Appointment system put in place to schedule and cancel appointments.
- Utilized excellent interpersonal skills to accurately respond to complex questions and concerns related to DEERS processes and regulations.
- Conducted briefings to inform retirees from all branches of the military in regard to their benefits and provided guidance on the procedures and policies to obtain a retirement card.
- Maintained inventory by checking inventory level of supplies, purchased supplies and expedited the orders.
- Responded to a variety of written, telephone, and email inquiries pertaining to eligibility and required documents for issuance of identification cards, and enrollment in DEERS.
- Supervised and trained new employees.

### *Site Security Manager*

**Delta Corporation - 2008 – 2013**

*Responsibilities:*

- Providing one of the most prestigious customer services by protecting the clients Million Dollar Data Center assets.
- Protecting client confidential information by deterring and reporting any unusual activity around the site.
- Moreover, maintaining positive professional relationships with the client as a representative of the company, and with local law and enforcement as.
- In addition, managing and scheduling a group of more than 80 officers and their administrative data.
- Contracted through the Home Depot SDC 6115 Fm Rd 1405 Baytown Tx, 77523 Oversee the site Conduct Interviews Scheduling Ran job fairs Hire new.
- Trained officers on how to operate the Spooler System.
- Payroll Conducted SOP Audits Processed inbound/outbound loads Held meetings with the client (Home Depot).

### SKILLS

Office Administration, Software Procedures, Utilizing Personal Computer Equipment.

### 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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## Education

Associate - (Fayetteville Technical Community College)

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