

# CHARLOTTE HARRIS

## Site Security Manager

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### PROFESSIONAL SUMMARY

Accomplished Site Security Manager with 7 years of experience in directing security operations and optimizing team performance. Expertise in risk management, compliance enforcement, and security protocol development. Proven track record in enhancing safety standards and fostering a culture of vigilance, ensuring the protection of personnel and critical assets.

### WORK EXPERIENCE

Site Security Manager  
Maple Leaf Consulting Apr / 2021-Ongoing  
Toronto, ON

- 1. Conducted comprehensive site assessments, developed security audits, and provided actionable recommendations to enhance safety protocols.
- 2. Designed and implemented security programs including Emergency Response, Crisis Management, and Physical Security initiatives.
- 3. Enforced stringent safety measures, safeguarding sensitive areas and assets.
- 4. Provided strategic leadership and guidance to management on security policies and best practices.
- 5. Identified security vulnerabilities and devised corrective measures, enhancing overall risk management.
- 6. Advised on resource allocation to protect company assets, minimizing potential losses.
- 7. Fostered a culture of security awareness among personnel through training and continuous communication.

Site Security Manager  
Cactus Creek Solutions Apr / 2018-Apr / 2021  
Phoenix, AZ

- 1. Managed site operations, including access control and security personnel deployment.
- 2. Oversaw site safety during the construction of a critical infrastructure project, ensuring compliance with safety regulations.
- 3. Supervised a team of 37 contract security officers, managing their training, scheduling, and payroll.
- 4. Trained personnel on the Defense Enrollment Eligibility Reporting System (DEERS) for efficient operations.
- 5. Acted as the primary point of contact for security-related matters, ensuring effective communication and resolution.

### EDUCATION

Bachelor of Science in Criminal Justice  
State University Apr / 2015 - Apr / 2018  
Portland, OR  
Focused on security management and risk assessment.

### SKILLS

- Security Audits
- Communication Skills
- Customer Service
- Logistics Coordination
- Physical Fitness

### INTERESTS

- Home Brewing Wildlife Conservation
- Running Public Speaking

### STRENGTHS

- Willingness Wisdom
- Zeal Ingenuity

### LANGUAGES

- English Japanese French

### ACHIEVEMENTS

- Successfully reduced security incidents by 30% through the implementation of enhanced training programs.
- Developed and executed a comprehensive emergency response plan leading to a 20% improvement in response times.