Robert Smith

Supervisor of Security

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SUMMARY

To obtain a challenging, entry-level Supervisor of Security position utilizing my strong work ethic and skills developed with my work experience, Identify and resolve vulnerabilities in software, hardware, network infrastructure, or services; implement controls to prevent unauthorized access to systems or data, Providing ongoing guidance on compliance with best practices as they are updated by your department's Government Information Security Division.

SKILLS

Microsoft Office, Administrative Assistant, Data Entry, Website Design, HTML, CSS, Customer Service, Filing, Google Analytics, SEO, Typing.

WORK EXPERIENCE

Supervisor of Security

ABC Corporation - 2004 – 2010

- Wanted to work part time to earn extra income and to work as a security guard.
- Trained new officers in alarm and Radio codes.
- Trained officers to perform mall surveillance.
- Responsible for the screening, interviewing, and hiring of multiple applicants.
- Responsible for picking up and delivering equipment such as TVs, laptops, projectors, etc. as needed by staff members for administrative meetings.
- Read edit and data-mine incident reports.
- Monitored Operations center dispatchers performance.

Supervisor of Security

Delta Corporation - 1997 – 2000

- Supervised security staff and assisted with daily operations of security.
- Responsible for hiring, training and reviews.
- Supervisor of Security - Oversee 24/7 security detail (6 positions) at client location.
- Ensure only authorized personnel on site.
- Monitor all equipment and building operations.
- To secure facilities, clients, personal bodyguard, close personal protection, and event security.
- Duties consisted of monitoring interior/exterior of premises.

EDUCATION

AA In Law Enforcement

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