

# ROBERT SMITH

## Transportation Security Officer/Training Instructor

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### SUMMARY

Motivated Transportation Security Officer/Training Instructor skilled at building rapport and maintaining strong working relationships with management, colleagues, and community members. Ability to communicate effectively to a diverse audience to address needs and concerns while supporting company mission and goals. To further my professional career with an executive level management position in a world-class company. Seeks to diversify my skills in another industry and as part of a larger organization.

### SKILLS

Microsoft Word, Basic Computer, Powerpoint, Sales, Customer Service, Bookkeeping, Billing, Security, Cashier, Cash Handling

### WORK EXPERIENCE

#### Transportation Security Officer/Training Instructor

ABC Corporation - August 2012 – Present

- Providing aviation security by conducting proper screening procedures using federally approved standards for the traveling public as part of the DHS multi-layered risk-based security system.
- Checking all personal identification and necessary travel documents for any signs of fraud or alterations.
- Operating and calibrating explosive trace detector machinery, walk-thru metal detectors, and hand-held metal detectors.
- Scanning and interpreting x-ray images of passenger carry-on and accessible property, including checked baggage, in search of potential threat items, immediate threat items, and other prohibited items.
- Providing detailed and accurate information regarding opening and closing procedures for all screening areas.
- Reviewing and submitting information on official forms for passenger counts, PMIS reports, sop audit logs, and hazardous materials.
- Working with management and team leaders to ensure organizational goals are consistently achieved when presented with challenges with assignments and work schedules.

#### Junior Transportation Security Officer

ABC Corporation - December 2011 – August 2012

- Tracked and filed training rosters for weekly briefings to assure full staff is informed of all up-to-date information.
- Responsible for handling, documenting, and reporting hazardous materials, voluntarily abandoned property, and recyclable material accumulated at the facility.
- Conducted weekly inspections and compliance forms for storage areas and containers.
- Adhered to timelines given for submitting quarterly reports related to recyclable materials.

- Conducted all duties with a focus on customer service, while assisting passengers who have questions or special needs.
- Reported specific findings or incidents to management or law enforcement to help identify weaknesses in established protocol or flaws in terminal and equipment design.
- This is Dummy Description data, Replace with job description relevant to your current role.

## SCHOLASTICS

- BS in Justice Studies - 2012(Southern New Hampshire University - Manchester, NH)Associate Of Science in Law Enforcement - August 2009(New River Community & Technical College - Beckley, WV)AS in Corrections - 2009(New River Community & Technical College - Beckley, WV)