

Upscale Security Officer

ROBERT SMITH

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Address: 1737 Marshville Road,
Alabama.

Objective

An honest, polite, eager to learn and stable employee who is loyal, dependable and trustworthy. Can be counted on to complete all tasks.

Skills

Microsoft Office, Security, Customer Service Skills, Clerical, Administrative Support.

Work Experience

Upscale Security Officer

G4S Security Secure Solutions - January 2015 - May 2019

- Receives calls for emergency and non-emergency issues, questions callers and determines the best resolution for problems presented.
- Observes computer screens for alarm messages including messages requesting emergency assistance.
- Determines the type of response notifications necessary to achieve successful problem resolution.
- Responsible for ensuring that all required paperwork, databases, processes, policies, procedures, etc.
- Watch for irregular or unusual conditions that may create security concerns or safety hazards.
- Sound alarms or call police or fire department in case of fire or presence of unauthorized persons.
- Warn violators of rule infractions, such as loitering, smoking or carrying forbidden articles.

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ABC Corporation - 2014 - 2015

- Responsible for the safety of patrons in the interior and exterior of the mall property.
- Directed patrons and contractors to their proper destinations.
- References Rafael Medina United Healthcare Clinical Admin.
- Observe departing personnel to protect against theft of company property and ensure that authorized removal of property is conducted within appropriate client requirements.
- Investigate and prepare reports on accidents, incidents, and suspicious activities.
- Provide assistance to customers, employees, and visitors in a courteous and professional manner.
- This is Dummy Description data, Replace with job description relevant to your current role.

Education

Diploma in Law and Justice - September 1994(Martin Luther King H.S. New York - New York, NY)