

Harold Skinner

Security Guard resume

KNOWLEDGE OF

Access control

Escort duties

Mobile patrols

Foot patrols

Vehicle access control

Using radio equipment

Guiding visitors

Conflict resolution

Crowd control

CAREER OBJECTIVE

A approachable, professional and helpful young person who is always quick to find a solution to any problems he encounters. Harold is passionate about getting things right first time, and is always able to maintain an impeccable corporate image and high standards of professionalism in any task he performs. He is confident that any service he provides will meet an employer's requirements. Right now he is looking for a suitable entry level position with a reputable and exciting company such as yours.

ACADEMIC QUALIFICATIONS

Coventry North College	2011 - 2012
Diploma in Health & safety	Pass
Birmingham South High School	2008 - 2011
Maths	Pass
English	Pass
Geography	Pass
Physics	Pass

PERSONAL SKILLS

Friendly & helpful

Well mannered

Integrity

Proactive

High energy levels

Tactful

Smart & well groomed

Efficient

Computer literate

SECURITY GUARD SKILLS ACQUIRED WHILST STUDYING

- Knowledge of modern security techniques and practices.
- Updating and maintaining appropriate security records.
- Good face to face communicator.
- Dealing quickly with emergency situations like fires or violence.
- Ensuring that all information received and relayed is done so quickly, efficiently and accurately.
- Conducting external patrols to prevent theft and unauthorized entry etc.
- Dealing with all lost and found property.
- Maintaining an accurate record of any incidents that occur.
- Ensuring all H&S policies are adhered to.

KEY COMPETENCIES

- A flexible approach to working shifts as required to suit business requirements.
- Committed to complying to the highest work place standards in terms of attendance, health and safety, and conduct towards the public.
- Excellent verbal and written communication skills.
- Comfortable working alone or as part of a team.

SELECTED ACHIEVEMENTS

Security cleared, CRB checked and SIA registered.
Qualified Vehicle & Fire Marshall.
Advanced First Aid Certificate.

HOBBIES & INTERESTS

A keen sports fan means that Harold can be found most evening in his local gymnasium. He is a member of a regional swimming team, and recently won a city wide swimming competition. He is a volunteer security guard with a local shelter for homeless people, and it's there that he has picked up a lot of his experience.

REFERENCES – Available on request.

PERSONAL DETAILS

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