



Personal statement

A reliable, punctual and committed individual who enjoys dealing with people and is always being prepared for the unexpected. As a team player he is presentable, possesses high professional standards and has the ability to respond effectively to different and difficult situations. Richard is both confident and convincing when communicating with the general public and is able to handle with tact and diplomacy any confrontations with aggressive or anti-social individuals. He has the required level of enthusiasm and energy needed to make an immediate and positive impact on any organisation and is right now looking for a suitable position with an exciting employer where passionate, bright and ambitious people can have a significant impact.

Employment History

Events Company - Birmingham

SECURITY GUARD April 2009 - Present

Primarily responsible for ensuring the safety and security of a client's property and employees whilst maintaining a presence on site. Confronting individuals whose actions are anti-social and dealing with violent situations, fire alarms, hazardous spills, bomb threats and occasionally assisting in the search for missing persons. Also in charge of checking doors and windows of buildings to ensure they are tightly closed and locked.

Work Duties:

- Patrolling both industrial and commercial premises to prevent and detect signs of intrusion or danger.
- Following set policies and procedures in the event of emergencies, alarms or disturbances.
- Regularly walking amongst visitors, patrons, and employees to preserve order and protect property.
- Warning people about their behaviour and evicting violators from premises, using force when necessary.
- Setting the controls that regulate building systems, such as alarms, air conditioning or heating etc.

Alarm Company - Dudley

SECURITY GUARD October 2008 – April 2009

Areas of Expertise

Patrolling a site	Administrative support	IT skills	Screening people
CCTV monitoring	Crisis intervention	Taking statements	Door supervision
Checking doors	Restraining people	Report writing	Emergency procedures

Professional skills

- Full knowledge of relevant laws, legal codes, court procedures and government regulations.
- Writing accurate reports at the end of a shift regarding any activities, incidents and disturbances.
- Accurate observation skills with a superb ability to recall and relay information accurately.

Academic Qualifications

Birmingham South College - 2003 - 2005 - NVQ Diploma in Event Management
Security Industry Qualifications (SIA) – SIA licence

References - Available on request.



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