

Personal statement

A physically fit and mentally resilient professional who has the ability to maintain a sense of calm and control in difficult situations. Mary can assess a situation quickly, then use appropriate actions to diffuse any tensions and resolve any misunderstandings that may arise. She always has a smart presentable appearance, is customer focused and possesses a never-ending commitment to adding value to anything that she does. During her long career she has regularly interacted with police officers, interviewed witnesses and even testified in court. Right now she is looking for a suitable position with a company that offers an attractive compensation package including competitive wages, flexible schedules and opportunities for advancement.

Employment History

Supermarket - Coventry

SECURITY GUARD **April 2009 - Present**

Responsible for providing a professional, efficient, and approachable security service with associated switchboard and reception duties. Also in charge of carrying out internal and external patrols, dealing with all lost and found property, and ensuring that all H&S policies are adhered to.

Duties:

- Investigating and following up all incidents that compromise the safety and security of the site.
- Helping visitors fill in the appropriate forms to gain entry to the site.
- Greeting and providing general information to visitors and staff.
- Preventing vandalism as well as stock and revenue theft.
- Maintaining alertness to potential losses by theft and destruction.
- Providing a safe environment for customers, employees and vendors as well as their personal belongings.
- Observing departing personnel to protect against theft of company property.
- Enforcing the regulations pertaining to the parking of vehicles.
- Remaining alert for the presence of unauthorized persons.

Quality Hotel - London

SECURITY OFFICER **October 2008 – April 2009**

Hospitality Company - Watford

EVENTS CO-ORDINATOR **June 2008 – October 2008**

Areas of Expertise

Patrolling	Surveillance cameras	Personal protection	Transporting money
Negotiating	Restraining trespassers	Calming people down	Interviewing witnesses
Resolving conflict	Patrolling premises	Surveillance activities	Securing premises

Security skills

- Guarding institutional, industrial or commercial property against fire, theft, vandalism, and illegal entry.
- Can walk, go up-stairs and stand for long periods of time.
- Answering phone calls in a courteous and professional manner.
- Highly numerate, literate and accurate.
- Dealing with trespassing and demonstrations.
- Ability to act and take constructive steps to solve or settle an issue.

Academic Qualifications

Birmingham North University - 2005 - 2008 - Hospitality & Management BA (Hons)
 Sales & Marketing - Diploma
 Birmingham South College - 2003 - 2005 - Commerce Diploma

References - Available on request.



Copyright information - Please read

© This Security Guard [resume template](#) is the copyright of Dayjob Ltd 2013. Job seekers may download and use this particular resume example for their personal use to help them write their own one. You are also most welcome to link to any page on our site www.dayjob.com. However this CV template must not be distributed or made available on other websites without our prior permission. For any questions relating to the use of this template please email: info@dayjob.com.