

# Gary Bowen

## Security Guard

### AREAS OF EXPERTISE

*Event steward*

*Conflict resolution*

*Fire safety*

*Crown control*

*Supervising*

*Deductive Reasoning*

*Administration*

*Health & safety*

### PROFESSIONAL

*SIA Frontline license  
2009-2012*

*CRB cleared*

### PERSONAL SKILLS

*Social Perceptiveness*

*Communication*

*Judgement & decision  
making*

### PERSONAL DETAILS

*Gary Bowen  
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Coventry  
CV6 7RF*

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*DOB: 12/09/1985*

*Driving license: Yes*

*Nationality: British*

### PERSONAL SUMMARY

A highly resourceful, flexible, innovative, and enthusiastic security guard. Experienced in promoting a safe environment for staff and customers and able to respond effectively to crimes, fires and medical emergencies. Having extensive knowledge of relevant safety equipment, policies, procedures, and strategies to deal with emergency situations. Possessing excellent written and oral communication skills and able to write reports to managers about daily activities and irregularities.

Looking for a position with an exciting and ambitious company that provides room for progression.

### WORK EXPERIENCE

#### ***Smiths Retail Furniture Store – Coventry***

**SECURITY GUARD** June 2008 - Present

Responsible for maintaining the security of the premises and doing this by circulating amongst visitors, patrons and employees to preserve order and protect property. Warning people of infractions or violations and evicting violators from the premises.

#### ***Duties:***

- Providing a visible onsite security and deterrent presence.
- Watching out for, reporting and dealing with suspicious or unusual activity.
- Patrolling & monitoring the shop floor, general building and outside car park.
- Dealing with hostile customers and escorting them from the building.
- Apprehending and detaining suspected shoplifters until the arrival of the police.
- Meeting and greeting official visitors.
- Locking up premises and making sure that doors, windows and gates are secured.
- Completing fire alarm and health and safety checks.
- Monitoring and authorising entrance and departure of employees & visitors.
- Dealing with emergencies as they arise.
- Answering telephone calls and providing information during non-business hours.
- Reporting any incidents of concern to the store managers.
- Responsible for monitoring and operating CCTV cameras and Alarm Systems.
- Assisting in administering first aid and reporting accident.
- Responding in a timely manner to alarms that have been set of.

### KEY SKILLS AND COMPETENCIES

- Ability to handle conflict situations tactfully but firmly.
- Experience of night patrol duties and securing building perimeters.
- Excellent knowledge of the English Language.
- Ability to remain in a static position for long periods and work 12 hour shifts.
- Experience of managing large events, organising traffic & working along side the emergency services.

### ACADEMIC QUALIFICATIONS

A levels: Maths (A) English (B) Technology (B) Science (C)

GCSE: Maths (B) Geography (B) English (C)

***Coventry Central School & Sixth Form College***

**REFERENCES** – Available on request.

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