

Susan Scott

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PERSONAL SUMMARY

A physically fit, reliable and attentive Security Guard who can ensure that any property is fully protected. Maxine takes pride in keeping staff and a building safe and secure. Very good at providing valuable feedback to management about the security of a business. Can write daily activity reports and provides them to employer on request. On a personal level has a friendly attitude and can professionally represent a organization. Comfortable with being the first person that people come into contact with.

WORK EXPERIENCE

SECURITY GUARD 2015 – Present

Dayjob Ltd

Responsible for directing visitors to reception and logging their entry to the premises. Also, in charge of monitoring numerous video surveillance system and reviewing footage to identify any trespassers.

- Carrying out security checks on visitors using the latest security scanners and other equipment.
- Authorizing visitors, workers and non-employees to enter and exit the premises with passes.
- Responding quickly and professionally to any distress calls and alarm activations.
- Contacting the police and law enforcement in the case of suspected or reported criminal activity.

ASSISTANT OFFICE MANAGER 2014 - 2015

Made Up Company Ltd

KEY SKILLS

Professional

- More than able to play a vital role in the overall security, performance and success of a building.
- Technologically adept and very knowledgeable in all aspects of standard security procedures.
- Can be relied upon to demonstrate a high degree of common sense when under pressure.
- In-depth knowledge of all relevant and standard security regulations and safety protocols.

AREAS OF EXPERTISE

- Securing premises
- Patrolling buildings
- Monitoring CCTV
- Crowd control
- Securing exits
- Observation skills
- Problem solving
- Budget control
- Record retention

EDUCATION

Sparkbrook North University 2010 – 2015
BA (Hons) Business Administration

Birmingham South College 2006 – 2008
A Levels; Maths (B) English (A) Physics (B) Geography (C)

REFERENCES

Available on request.



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