

**Female Security Guard Resume**

**Sarah Martin**456 Oak Lane, Houston, TX 77002
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**Objective**Experienced Security Guard with over 3 years of expertise in maintaining secure environments for corporate and retail settings. Adept at operating advanced surveillance systems and conducting detailed patrols. Committed to utilizing my skills in a challenging environment to help maintain organizational safety.

**Work Experience**

**Security Guard***Global Security Corp., Houston, TX*April 2020 - Present

* Oversaw security operations for a corporate building with over 50 companies.
* Managed access control systems and verified identification for entry of over 1,000 employees daily.
* Responded to alarms and security breaches, effectively reducing the incident response time by 20%.
* Compiled detailed reports on observations and incidents for law enforcement and management review.

**Junior Security Officer***Mall of Texas, Houston, TX*January 2018 - March 2020

* Patrolled various sections of a large shopping mall to ensure safety and prevent theft.
* Assisted in handling emergency situations, including medical emergencies and fire alarms.
* Provided excellent customer service, helping visitors with directions and lost children.
* Participated in security audits to enhance the effectiveness of the mall’s surveillance system.

**Education**

**Associate Degree in Criminal Justice***Houston Community College, Houston, TX*Graduated 2017

**Certifications**

* Security Guard License - Texas Department of Public Safety
* Certified in Surveillance Operations
* CPR and First Aid Certified

**Skills**

* Proficient in surveillance systems
* Detail-oriented and vigilant
* Quick decision-making
* Excellent report writing
* Strong problem-solving skills
* Customer service-oriented