



PERSONAL STATEMENT

A well groomed and assertive individual who has all of the all the physical and mental capabilities necessary to properly carry out the duties and responsibilities of a professional Security Guard. Kate has extensive experience of guarding property, assets and people, and is someone who will always give members of the public helpful assistance, advice, guidance and information. She has experience of maintaining a high visibility presence to deter illegal and inappropriate actions in a diverse range of locations such as businesses, casinos, hospitals, stores and banks. Right now she would like to work for a company that offers a competitive compensation package, comprehensive benefits, & opportunities for career advancement.

AREAS OF EXPERTISE

- SECURITY**
- Circulating amongst visitors, patrons, and employees to preserve order and protect property.
 - Handling crisis and emergency situations efficiently and effectively.
 - Friendly and professional demeanour.
 - Proficient in the care, maintenance, operation, disassembly, and assembly of all security equipment.
 - Ability to manage change and adapt to new procedures.
 - Can assess and evaluate situations effectively.
 - Can deal effectively with various individuals in stressful, highly sensitive situations.
 - The ability to communicate ideas clearly and effectively both verbally and in writing.
 - Answering telephone, taking messages and answer questions.
 - Operate detecting devices and CCTV cameras.
 - Writing up the results of site safety and security inspections.
 - Detecting and deterring illegal activities.

- PERSONAL**
- Completing any assignments in a reasonable time and manner.
 - Can work collaboratively and communicate effectively with team members at all levels.
 - Excellent knowledge of the English Language.
 - Ability to remain in a static position for long periods and work 12 hour shifts.
 - Able to communicate effectively with people at all levels and from all social backgrounds.

CAREER HISTORY

Company Building - Coventry

SECURITY GUARD April 2009 – Present

Responsible for the day-to-day protection of company's assets including its equipment, revenue and facilities. Also in charge of providing a safe work environment and responding promptly to all situations that may arise.

Duties:

- Responding to alarm activations as well as unusual and suspicious activities.
- Constantly looking out for unsafe conditions, security violations, fire hazards, and mechanical problems.
- Sounding alarms or calling the police or fire department in case of a fire or the presence of unauthorized persons.
- Ensuring a quick response in the event of a security, medical or mechanical emergency.
- Directing the flow of traffic and the parking of cars.
- Providing an escort services for members of staff and visitors.
- Writing up accurate and complete security reports, incident reports and shift changeover logs.
- Maintaining a good working relationship with local authorities and police, fire and safety departments.

Local Council - Coventry

SECURITY OFFICER June 2008 – April 2009

College - Coventry

ADMINISTRATIVE ASSISTANT May 2008 – June 2008

ACADEMIC QUALIFICATIONS

Birmingham North College	2005 - 2008	Business Management
Birmingham South School	2003 - 2005	A Levels: Maths (B) English (A) Physic (C) Geography (A)

REFERENCES – Available on request



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