

# Nightclub Security Manager Resume

## (Sample)

*This is a sample Nightclub Security Manager resume. This resume sample will give you a quick start on building an effective and optimized resume for your job application. You can feel free to customize and edit our sample Nightclub Security Manager resume as per their requirement for job application. We hope that our sample Nightclub Security Manager resume will go a long way in portraying your abilities and skill sets efficiently.*

### Sample Nightclub Security Manager Resume

Chuck Friend  
1234 Main Oak Ave.  
Sacramento, California 94290  
Home: 661-555-5555  
Cell: 661-555-5556  
Email: chuckf@hotmail.com

#### **OBJECTIVE**

In quest of challenging a rewarding assignments in the field of nightclub security with an organization of high repute where I can utilize my key strengths of providing good customer service, maintaining public order, managing and training security personnel that would assist in reducing liability and increase profits.

#### **PROFESSIONAL EFFICIENCY**

- \* A team player and motivator.
- \* Self confident, self-motivated and result oriented.
- \* Great leadership and business skills.
- \* Creative thinking, great sense of humor, flexible and adaptable.
- \* Ability to tame all kinds of challenging situations with a great success.
- \* Strong verbal communications and effective people skills.

#### **PROFESSIONAL EXPERIENCE**

Club HotSpot, San Jose, CA, 1995 – Present.  
Security Manager/Head of Security

- \* Proficient in organizational planning and directives.
- \* Maintain a fully trained security staff based on Customer Service.
- \* Coordinate staff meetings and training.
- \* Maintain liaison with local authorities.
- \* Assist with hiring security personnel.
- \* Maintain accident/incident reports and operation of CCTV system.
- \* Prepare security control plans for the effective control of customers.
- \* Look after security policies and procedures and ensure that all the security staff execute them.
- \* Conduct administrative inquiries whenever needed.

## **EDUCATION**

Graduate Degree in National Industrial Security Program from Oxford Collage in 20CD.

## **ADDITIONAL TRAINING**

- CPR and First Aid
- State Powers to Arrest Certification
- Alcohol Beverage Commission Drug and ID training

## **ADDITIONAL SKILL**

- \* Extensive knowledge of COMSEC Operations, NISPOM SUPP and OPSEC.
- \* Windows NT, Windows XP, MS Access, MS Excel, MS Office, MS World, MS Works, MS Perfect, Program, Internet Explorer, MS Outlook, Quicken and Crystal. A great sense of humor.