

SECURITY OFFICER RESUME

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RESUME SUMMARY

Detail-oriented Security Officer with 6+ years of experience in directing security, crisis management, and critical investigations. Successful in implementing effective security measures, achieving significant safety and security improvements. Excellent communicator, thrives in fast-paced environments with a complete set of skills to drive security operations.

PROFESSIONAL EXPERIENCE

SILICON VALLEY BANK, Santa Clara, CA

Security Officer, September 20xx – Present

- Oversee and patrol premises to prevent and detect signs of intrusion while screening individuals to prevent passage of prohibited articles into restricted areas
- Manage all physical security operations such as scheduling security personnel and updating senior management regarding security related concerns
- Implement best practices, security systems, technology, and equipment which reduced safety incidents by 50%
- Perform foot patrol and implement effective security measures to ensure the safety of 1500 visitors on a daily basis
- Inspect all safety disturbance cases and respond to security alarms on time to ensure 100% resolution of all situations without any escalation

SHARP SOLUTIONS INC., Washington, DC

Network Engineer, June 20xx – August 20xx

- Guided all contract security personnel regarding reported incidents during and after normal business hours related to intrusion, burglar, panic and holdup alarms
- Oversaw security staff incident responses including planning, scheduling, and the allocation of resources for routine and special events
- Slashed security breach issues by 45% as compared to previous year
- Conducted regular and thorough investigation of specific sectors of the building which reduced the number of suspicious incidents by 47%
- Monitored disturbances, safety hazards, and illegal activities to protect corporate office building with 5k+ employees

EDUCATION

UNIVERSITY OF SAN FRANCISCO, San Francisco, CA

Bachelor of Science in Public Administration (emphasis in Law Enforcement), May 20xx

ADDITIONAL SKILLS

- Expert in Physical Security Compliance, NPPI Enforcement, Work Place Violence Prevention, and Street Gang Prevention and Awareness
- Proficient in MS Office (Word, Excel, and PowerPoint, Access)
- Bilingual fluent in English and Spanish
- Awarded a travel bonus due to “Performance Excellence” 2 years in a row through 3M Inc.