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## ADT Security Officer Resume

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### Job Objective

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To obtain the position of Security Officer with ADT.

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### Highlights of Qualifications:

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- Hands on experience in repairing and servicing various security equipments
  - Exceptional knowledge of all Fire Arm Permits and Pepper Spray
  - Huge knowledge of all CCTV policies
  - Ability to monitor all work according to security policies
  - Ability to manage all emergency calls
  - Amazing skills to resolve problems
  - Ability to perform loss prevention
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### Professional Experience:

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Security Guard  
Alutiiq Security, Springfield, MO  
January 2007 – Present

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### Responsibilities:

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- Inspected windows, gates and doors of all buildings and ensured optimal security
- Monitored and reported all sorts of irregularities observed in fire hazards and open doors.
- Administered identification of visitors and employees in facility.
- Managed all unauthorized visitors to property and reported it to concerned authorities.

Security Guard  
Port Authority Security Inc, Springfield, MO  
July 2002 – December 2007

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### Responsibilities:

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- Investigated any matter related to emergencies and ensured proper maintenance of safety and order.
  - Monitored all alarm systems and personnel in case of fire and medical emergencies.
  - Maintained and recommended changes in security and safety measures of property.
  - Coordinated with police and resolved all problems with help of emergency response teams.
  - Prepared daily logs and maintained reports for all incidents.
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### Education:

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High School Diploma  
Saratoga High School, Saratoga, AR

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