

---

## Alarm Dispatcher Resume

---

### Job Objective

Want to work as Alarm Dispatcher and contribute towards the success and growth of your company.

---

### Highlights of Qualifications:

---

- Excellent experience in managing documents and entering data
  - Sound knowledge of computer and software systems
  - Profound knowledge of surveillance systems and security procedures
  - Ability to administer everyday operations and assisted to resolve issues.
  - Ability to maintain confidentiality of information to achieve goals
  - Proficient in managing emergency situations efficiently
- 

### Professional Experience:

---

Alarm Dispatcher  
ADT Security Services, Pennsauken, NJ  
August 2012 – Present

---

### Responsibilities:

---

- Monitored various systems for the appropriate alarm signals and provided response.
- Administered outgoing calls and evaluated the requirement before dispatch.
- Processed and completed alarm activities as per required handling procedures.
- Ensured compliance to the departmental policies and procedures.
- Managed phone calls and redirected it to the appropriate individual or department.
- Provided optimal level of customer services and decided low and high priority of alarms.

Alarm Dispatcher  
Gallaher & Associates, Inc., Pennsauken, NJ  
May 2009 – July 2012

---

### Responsibilities:

---

- Monitored various fire alarms within required time frame such as for medical and burglary cases.
  - Ensured that every alarm gets proper handling and authorities are notified as per requirement.
  - Assisted to dispatch the authorities as per the requirement of the emergency.
  - Ensured compliance to alarm protocols and ensured safeguard of individual and property.
  - Provided response to outbound calls and evaluated emergency signals.
  - Documented information and maintained forms, logs and records for every emergency call.
- 

### Education:

---

Bachelor's Degree in Criminal Justice  
Middlesex County College, Edison, NJ

[Build your Resume Now](#)