
Allied Barton Security Officer Resume

Job Objective

Seeking employment as Security Officer with Allied Barton.

Highlights of Qualifications:

- Remarkable experience in managing security contracts
 - Familiarity with access control system's, electronics locking hardware and CCTV
 - Ability to develop working relations with top clients
 - Ability to manage a multi level team and resolve all problems
 - Ability to perform field work and travel as required
 - Ability to develop good relations with people
 - Ability to speak, read and write English fluently
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Professional Experience:

Security Officer
The Plaza Security Services, Millbrae, CA
January 2007 – Present

Responsibilities:

- Maintained customer facility and managed post as required by customer.
- Ensured presence of security at all times and prevented any conduction of crime at site.
- Monitored post and investigated all suspicious activities.
- Managed all medical and accident emergencies.
- Administered emergencies and responded to all fire alarms and bomb threats.

Security Officer
Summa Security Services, Millbrae, CA
July 2002 – December 2007

Responsibilities:

- Ensured compliance to all operational guidelines for prevention of client property.
 - Coordinated with client and organization and answered all queries.
 - Prepared and analyzed monthly reports created for clients and made recommendations according.
 - Administered new customer sites and ensured adequate staff for work.
 - Provided emergency support to all clients.
 - Maintained confidential information for clients.
 - Participated in all community based activities.
 - Developed programs to measure effective of work.
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Education:

Bachelor's Degree in Criminal Justice
Presentation College, Aberdeen, SD

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