
Apartment Security Guard Resume

Job Objective

Experienced and dedicated Apartment Security Guard seeking a position in which to enhance my skills while becoming a dedicated and valued member of your team.

Highlights of Qualifications:

- Admirable experience in managing proper functioning of an apartment
 - Profound knowledge of apartment security regulations
 - Familiarity with surveillance cameras, locking gates, automatic doors and privacy hedges
 - Ability to interpret all company policies and procedures
 - Ability to perform resident admit and discharge procedures
 - Ability to maintain daily logs including phone, resident in/out, visitors in/out
 - Ability to manage all crisis situations
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Professional Experience:

Apartment Security Guard
ALETHEIA HOUSE, Cleveland, OH
January 2007 – Present

Responsibilities:

- Coordinated with supervisors for security guards and ensured premium quality of services.
 - Ensured license of guard and maintained evidence of insurance and its coverage.
 - Administered contract and attached all necessary post orders.
 - Prepared an everyday activity logs and monitored it on regular basis.
 - Reviewed officers' performance and ensured proper uniform and all necessary components.
 - Trained all officers with respective trainings and performed background checks on same.
 - Provided security guards with all emergency telephone numbers.
 - Assisted residents with security guard numbers.
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Apartment Security Guard
Condor Security Inc., Cleveland, OH
July 2002 – December 2007

Responsibilities:

- Performed regular patrols on all facility grounds on foot as well as vehicles and inspected area for any potential hazard.
 - Assisted all residents and employees by providing escort to individuals.
 - Monitored alarm systems and contacted police and fire departments accordingly.
 - Maintained all heavy equipments and associated machinery.
 - Investigated incident reports of theft and damage to property.
 - Performed all delivery works such as delivery of trash and newspaper.
 - Administered entry of residents to building.
 - Coordinated with various departments and made necessary repairs to same.
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Education:

Associate Degree in Law Enforcement
Clark State Community College, Springfield, OH

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