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## Armed Security Guard Resume

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### Job Objective

To obtain Armed Security Guard position in a highly reputed organization.

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### Highlights of Qualifications:

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- Sound knowledge of armed security and police forces
  - Familiarity with CCTV, Access Control systems and security technology
  - Ability to interact cordially and communicate with the public
  - Ability to operate radio or telephone equipment
  - Ability to prepare reports for public
  - Ability to manage various crisis situations
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### Professional Experience:

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Armed Security Guard  
St. Moritz Security Services, Inc., Provo, UT  
January 2007 – Present

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### Responsibilities:

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- Performed patrols for buildings and equipments and ensured its security.
  - Monitored all doors and windows of facility and ensured no entry of unauthorized personnel into facility.
  - Managed visitors coming into building and informed all violators about rules of building.
  - Administered working and prepared reports of any irregularities in safety standards.
  - Inspected facility for any unauthorized violators and informed police accordingly.
  - Evaluated proper functioning of all emergency call boxes and ensured its proper functioning.
  - Prepared reports and submitted it to offsite security director.
  - Assisted in providing specialized security as per needs of customers.
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Armed Security Guard  
Security Consultants Group, Inc, Provo, UT  
July 2002 – December 2007

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### Responsibilities:

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- Monitored all security officers and ensured work according to contract agreement.
  - Ensured compliance to all procedures according to Labor management.
  - Prepared necessary documents such as expense reports and other necessary HR requirements.
  - Administered all reports and submitted all forms according to contract agreements.
  - Supervised and conducted training for various security officers.
  - Maintained work of all security officers according to SCG requirements.
  - Performed regular checks on officers and ensured appropriate equipments and uniforms.
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### Education:

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Associate Degree in Criminal Justice  
Northern Essex Community College, Haverhill, MA

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