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## Campus Security Officer Resume

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### Job Objective

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Looking for employment by securing a position as Campus Security Officer with dependable firm in which my experience and skills can be an asset to company.

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### Highlights of Qualifications:

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- Huge experience in supervising and maintain security in campus
  - Deep knowledge of University policies and regulations
  - Operational knowledge of emergency management procedures
  - Ability to maintain good working relations with a variety of people
  - Ability to Monitor CCTV system and take actions as trained and directed
  - Ability to implement all regulations developed by campus safety manager
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### Professional Experience:

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Campus Security Guard  
Ameristar Security, Bellwood, PA  
January 2007 – Present

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### Responsibilities:

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- Performed regular patrols on college premises and reported to shift supervisor in same.
  - Monitored buildings and checked for all doors and windows and ensured its safety.
  - Prepared reports for any leaking pipes, security doors and loopholes in fire safety and informed appropriate authorities.
  - Ensured restriction of entry of any unauthorized personnel and raised alarm in case of forced entry.
  - Administered entering of authorized personnel and visitors to campus.
  - Evaluated and reported any malfunction to equipments and damage to property.
  - Investigated any matter of rule violation and complaints on same.
  - Maintained confidential information for all students and respective families.
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Campus Security Guard  
Pyramid Security, Bellwood, PA  
July 2002 – December 2007

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### Responsibilities:

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- Ensured work done in accordance to Erickson Retirement communities.
  - Performed regular patrols on college grounds.
  - Maintained logs of all visitors and employees.
  - Managed traffic coming to campus property and assisted in parking vehicles.
  - Prepared daily reports of campus activities and submitted it seniors.
  - Developed incident reports on all emergency calls made, violation of any campus rule and theft on property.
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### Education:

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High School Diploma  
Rutland High School, Macon, GA

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