
Concierge Security Guard Resume

Job Objective

Loyal and dedicated employee seeking Concierge Security Officer Position with well-established firm that will utilize my skills to their fullest potential.

Highlights of Qualifications:

- Proficiency in using basic office machines and computer software's
 - Ability to research, locate, organize and retrieve resources
 - Ability to screen visitors and vendors entering the building
 - Ability to move, lift, carry, push, pull, and place objects
 - Ability to answer the front office phone and visitor questions
 - Ability to handle various emergency situations
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Professional Experience:

Concierge Security Guard
Covenant Security, Orlando, FL
January 2007 – Present

Responsibilities:

- Managed resident requests and provided assistance to all visitors coming to facility.
- Prepared schedule for department and ensured coverage for activities throughout facility.
- Maintained and updated all request work orders and reservation books.
- Monitored every day check in procedures of hotel.
- Ensured availability of all emergency information.

Concierge Security Guard
COMMAND SECURITY CORP, Orlando, FL
July 2002 – December 2007

Responsibilities:

- Managed front office and assisted visitors in all queries.
 - Monitored parking lots and ensured proper lights in area.
 - Performed outside patrols on a regular basis.
 - Maintained kitchens and hallway doors and ensured safety after employees leave.
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Education:

High School Diploma
Shelton High School, Shelton, CT

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