
Contractor Security Guard Resume

Job Objective

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

Highlights of Qualifications:

- Remarkable experience in monitoring industrial units as a CSSO
 - Exceptional knowledge of federal security directives and regulations
 - Deep knowledge of government security regulatory manual
 - Wide knowledge of National Industrial Security Program Operating Manual (NISPOM)
 - Familiarity with DCIDs, ICDs, JPAS and e-QIP
 - In-depth knowledge of practices, procedures, and processes of facilities security
 - Ability to develop solutions for various complex problems
 - Ability to implement security policies for SCI and SAP
 - Ability to manage working of a comprehensive security program
 - Solid understanding of access control systems and functions
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Professional Experience:

Contractor Security Guard
Freeport Security, Inc., Bensenville, IL
January 2007 – Present

Responsibilities:

- Coordinated with government and management, developed and executed various security procedures for SAP and SCI programs.
 - Developed a comprehensive security awareness education program to subordinate.
 - Ensured regular security briefings for personnel to ensure efficient operation.
 - Administered working of security staff and prepared necessary documentation for same.
 - Assisted in performing all courier and post office work.
 - Investigated any security violation and recommended ways to correct it.
 - Designed Standard Operating Procedures manual and revised it regularly.
 - Maintained good relations with outside vendors.
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Contractor Security Guard
CB Richard Security, Inc., Bensenville, IL
July 2002 – December 2007

Responsibilities:

- Developed security programs for necessary documents, equipments and materials.
 - Analyzed and implemented all federal security regulations and ensured compliance to government agency regulations.
 - Designed manual regulations and determined various procedures for handling and maintaining records.
 - Performed security audits and conducted education classes for same.
 - Investigated all security violations and prepared reports for corrective actions required.
 - Administered everyday security management for various programs.
 - Maintained all security programs, performed tests and coordinated with customers on same.
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Education:

Bachelor's Degree in Construction Management
LeTourneau University, Longview, TX

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