
Court Security Guard Resume

Job Objective

Seeking a position as Court Security Guard in highly reputed and professional organization.

Highlights of Qualifications:

- Admirable experience of managing security of court optimally
 - Deep knowledge of criminal laws and principles
 - Profound knowledge of courtroom practices and procedures
 - Ability to work inside as well as outside court building
 - Ability to maintain good relations with employees and officials
 - Ability to understand radio codes and surveillance
 - Proficient in managing all security equipments
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Professional Experience:

Court Security Officer
US District Court Eastern District of Michigan, Penn Hills, PA
January 2007 – Present

Responsibilities:

- Facilitated accumulation of all data, analyzed it and extracted all necessary information from it.
- Determined work procedures and ensured work efficiency among various employees.
- Managed work using basic mathematical skills such as addition, subtraction, division and multiplication.
- Managed composition on emails in a proper structure, prepared speeches to be given to general public and organization.
- Supervised work and ensured compliance to all policies and guidelines and ensured accurate results.
- Maintained procedures of court and easily adapt to changing needs and regulations.
- Operated various security and fire and safety equipments.

Court Security Officer
Supreme Court of Oklahoma, Penn Hills, PA
July 2002 – December 2007

Responsibilities:

- Determined required security according to judge's need.
 - Assisted in bringing and returning all important court room files to jury.
 - Managed security of entire jury and ensured entry of all authorized personnel to jury.
 - Coordinated with jurors and relayed messages to families and court accordingly.
 - Administered defendants for bringing and taking from courtroom.
 - Monitored juries and collected necessary evidence.
 - Prepared and completed various forms and assisted in taking messages.
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Education:

High School Diploma
Deer Valley High School, Glendale, AZ

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