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## Embassy Security Guard Resume

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### Job Objective

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

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### Highlights of Qualifications:

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- Huge experience managing security for embassies
  - Exceptional knowledge of supervising security team
  - Deep knowledge of local languages
  - Sound ability to work for long hours and in night time as well
  - Immense ability to resolve all complex problems
  - Amazing communication skills in both verbal and written forms
  - Skilled to maintain good physical health
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### Professional Experience:

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Security Officer  
KSL Security, Fairmont, WV  
January 2007 – Present

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### Responsibilities:

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- Managed all secure areas of embassies in coordination with embassy guards.
- Monitored visitors coming to embassy and recorded purpose of visits and checked for authenticity of id.
- Checked all letters and goods coming to embassy and ensured compliance to embassy procedure.
- Performed regular patrols of compound and ensured ways of preventing fire at all times.
- Ensured a clean and neat outside area in rain and snow.

Security Officer  
CPS Security Inc, Fairmont, WV  
July 2002 – December 2007

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### Responsibilities:

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- Managed facility and monitored all emergency services such as fire and security according to federal policies.
  - Monitored facility and recommended cost effective methods to ensure optimal security of area.
  - Ensured optimal quality of security to all clients and assisted in all security safety issues.
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### Education:

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Bachelor's Degree in Law Enforcement  
Lincoln College, Lincoln, IL

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