
EMT Security Officer Resume

Job Objective

Seeking employment as Security Officer with EMT.

Highlights of Qualifications:

- Remarkable experience in providing security to various criminal and military platforms
 - Outstanding knowledge of security operations
 - Deep knowledge of VCR standards and appearances
 - Ability to identify problems and report it
 - Ability to complete all paperwork
 - Ability to get a TWIC card for operations
 - Sound communication skills in both oral and written forms
 - Proficient in dealing with various security officers
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Professional Experience:

Security Guard
Hilton Security Services, Arlington, TX
January 2007 – Present

Responsibilities:

- Performed regular patrols on premises and ensured security of personnel, building and equipments.
- Monitored all windows and gates and restricted entry of any unauthorized persons and illegal activities.
- Assisted in informing visitors and personnel for violations and provided necessary escort services to visitors.
- Investigated and reported any security discrepancies and health and safety hazards and informed emergencies services on same.
- Maintained facility and notified emergency responders as required, detained violators if required.
- Managed emergency call boxes and ensured its proper functioning and notified authorities in case of discrepancies.
- Prepared reports on everyday checks conducted and notified director of security accordingly.
- Determined specialized security to various operational complexes in area.

Security Officer
Port Authority Security, LLC, Arlington, TX
July 2002 – December 2007

Responsibilities:

- Performed patrols on site and maintained security of doors, windows and gates.
 - Investigated all alarms and monitored entrance and exit of all employees.
 - Prepared reports of everyday activities and monitored equipment and property and reported all unusual activities.
 - Determined emergency needs and informed respective departments in time of need according.
 - Maintained multiple telephone lines and assisted callers in all queries and monitored switchboards at all times.
 - Monitored all visitors and employees and restricted all prohibited articles.
 - Assisted in providing personal protection to drive vehicles and adjusted all security systems.
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Education:

High School Diploma
Douglas Anderson School of the Arts, Jacksonville, FL

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