
Facility Security Officer Resume

Job Objective

Seeking long-term Facility Security Officer position in which my professional experiences and special qualifications will help encourage the growth of both my organization and myself. Summary of

Qualifications:

- Strong experience in security administration
 - Skilled in checking for post housekeeping, Post Procedure Manual and emergency call listings
 - Proficient with JPAS and the e-Quip database system
 - Ability to informed on status of emergency situations
 - In-depth knowledge of the National Industrial Security Program (NISP)
 - Strong organizational and administrative skills
 - Excellent communication and interpersonal skills
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Work Experience:

Facility Security Officer, August 2005 – Present
Stanley, Inc., Tampa, FL

- Reviewed and ensured accurate and complete security paperwork for submission.
- Established and maintained working relationship with DSS and reviewed periodically for current employees.
- Maintained and processed employee clearances.
- Provided follow-up clearance status on processed clearances to managers for specific contracts.
- Maintained security credentials and files as required.
- Investigated and prepared paperwork in support of DSS officer.

Facility Security Officer, May 2000 – July 2005
Facility Technology Services, Inc., Tampa, FL

- Tracked and maintained security clearances in the Joint Personnel Adjudication System (JPAS).
 - Assisted employees, candidates and consultants with completion of security applications.
 - Conducted initial and recurring security briefings and provided required training as directed by the contract requirements.
 - Prepared and maintained incoming visitor data.
 - Operated and maintained the Army Contractor Automated Verification System (ACAVS) database for Army contract requirements
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Education:

Bachelor's Degree in Security Management, Argosy University, Honolulu, HI

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