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## Gate Guard Resume

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### Job Objective

Highly motivated Gate Guard seeking an opportunity where I can display my skills and talents with utmost professionalism.

### Highlights of Qualifications:

- Extensive experience in performing gate guard services
- Exceptional knowledge of law enforcement methods
- Familiarity with security procedures
- Immense ability to handle emergency situations efficiently
- Remarkable ability to maintain safety awareness
- Amazing ability to stand and walk for long periods
- Excellent written and verbal communication skills
- Proficient with MS Suite Products

### Professional Experience:

Gate Guard  
HEB Grocery, High Island, TX  
August 2007 – Present

### Responsibilities:

- Performed periodic facility tours to identify any unusual activities.
- Examined gates, doors and windows to ensure security.
- Screened visitors before entering the facility.
- Validated ID badges of employees daily.
- Contacted police and fire department during crisis situations.
- Protected physical assets of the facility.
- Prepared incident reports for submission to Supervisor.
- Provided safety awareness trainings for employees.

Gate Guard  
Security Personnel Inc., High Island, TX  
May 2004 – July 2007

### Responsibilities:

- Checked the visitors and vehicles on the entrance gate.
- Managed incoming and outgoing traffic in the buildings.
- Protected property against theft and damages.
- Controlled opening and closing of entrance gate.
- Checked visitor's credentials and issued entry passes.
- Recorded arrival and departures times of employees.
- Answered emergency calls promptly.
- Performed basic maintenance duties including sweeping and mowing.

### Education:

High School Diploma  
Grace M. Davis High School, Modesto, CA

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