
Gatehouse Security Guard Resume

Job Objective

To secure a position as Security Officer with Gatehouse.

Highlights of Qualifications:

- Huge experience in managing security for gatehouse
 - Familiarity with gatehouse safety and security policies and procedures
 - Ability to perform general maintenance and cleaning of the Gatehouse and surrounding areas
 - Ability to provide optimal customer service
 - Ability to ensure effective services at client site
 - Ability to maintain punctuality at work
 - Excellent communication and interpersonal skills
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Professional Experience:

Gatehouse Security Guard
AlliedBarton Security Services, Plano, TX
January 2007 – Present

Responsibilities:

- Monitored work of security department and performed regular patrol on site and managed all services of staff.
 - Managed security staff and evaluated work of volunteers and staff.
 - Assisted in planning various special events and managed all people and vehicles.
 - Facilitated in developing ways to obtain necessary permits.
 - Investigated various incidents in gateway community according to procedures.
 - Prepared and maintained various documents for investigations and interviews.
 - Developed and implemented various security procedures for functional areas.
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Gatehouse Security Guard
Mohonk Mountain House, Plano, TX
July 2002 – December 2007

Responsibilities:

- Performed regular patrols on facility and ensured security presence.
 - Monitored facility for all suspicious activities and ensured no threat to property and clients.
 - Documented incidents and actively acted on all medical emergencies.
 - Managed various emergencies such as bomb threats and various alarm systems
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Education:

High School Diploma
Garfield High School, San Diego, CA

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