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## Homeland Security Guard Resume

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### Job Objective

Experienced and dedicated Homeland 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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- Admirable experience in developing training programs for homeland securities
  - Sound knowledge of various principles of homeland security planning
  - Operational knowledge of all grant requirements
  - Ability to coordinate with various federal and state agencies
  - Ability to evaluate all grants proposals and compared it with others
  - Ability to research, collect, correlate and analyze data in order to prepare reports
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### Professional Experience:

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Security Guard

Inconen Security, Office of Intelligence & Analysis, Carleton, MI

January 2007 – Present

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### Responsibilities:

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- Administered work at high volume and managed various multiple tasks at one given time with high productivity.
- Assisted in analyzing and resolving all difficult problems.
- Provided technical support to all clients and staff members.
- Coordinated with clients and completed necessary project work.
- Maintained security of all confidential materials.
- Collaborated with various teams and resolved all problems and implemented solutions.

Security Guard

Covenant Security, Transportation Security Administration, Carleton, MI

July 2002 – December 2007

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### Responsibilities:

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- Coordinated with corporate business development, civilian group vice president and division program manager and ensured business growth.
  - Hired employees and maintained staffing level of organization at all times.
  - Assisted program managers and senior staff in achieving all revenue and profit goals in organization.
  - Monitored compliance to all human resource requirement and ensured development of individual personnel in coordination with civilian group head.
  - Supervised plans drafted for business and associate budgets and salary plans for same.
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### Education:

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Bachelor's Degree in Law Enforcement

Lemoyne-Owen College, Memphis, TN

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