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## Industrial Security Guard Resume

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### Job Objective

Experienced Industrial Security Guard searching for position with esteemed company in which I can become a valued member of team by sharing my skills and abilities.

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### Highlights of Qualifications:

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- Hands on experience in providing security to various industrial units
  - Operational knowledge of NISPOM and information assurance
  - Good understanding of the SPOT system and LOA process
  - Deep knowledge of department of defense and its requirement for protection
  - Ability to documents procedures and other information
  - Ability to operate security infrastructure
  - Ability to identify problems and resolve it
  - Skilled to multitask and prioritize work
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### Professional Experience:

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Industrial Security Officer  
Northrop Grumman, Southern Pines, NC  
January 2007 – Present

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### Responsibilities:

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- Maintained security of entire program such as personal, documents and physical security of unit.
- Coordinated with sub contractors and prepared transportation plans for visitors.
- Developed various security programs for various equipments and documents.
- Designed outlining regulations and determined procedures for maintaining all records.
- Investigated any incident of security violation and prepared report to adapt necessary preventative actions.

Industrial Security Officer  
Raytheon, Southern Pines, NC  
July 2002 – December 2007

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### Responsibilities:

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- Documented various policies and procedures and ensured optimal site security.
  - Prepared necessary courses and related materials for various security education programs.
  - Maintained all document transmittals for organization.
  - Managed paperwork for security personnel.
  - Determined site and performed briefings for site security.
  - Assisted various site personnel's in handling and destroying various hardware and software, conducted necessary tests on site.
  - Installed and operated SAP vault and included vindicator systems.
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### Education:

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Associate Degree in Computer Science  
Mississippi Gulf Coast Community College, Gulfport, MS

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