
Lead Security Officer Resume

Job Objective

Looking for employment as a Lead Security Officer with a top rated organization that suits my expertise and experience levels.

Summary of Qualifications:

- Huge experience in the field of security and law enforcement management
 - Superior knowledge of standard security procedures and practice
 - In-depth knowledge of principles of investigation and federal, state, and county laws
 - Superior written, verbal and interpersonal communication skills
 - Ability to organize and instruct school security officers
 - Ability to multi-task in a service oriented environment and function with limited supervision
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Work Experience:

Lead Security Officer, August 2005 – Present
Belo Corp., Miami, FL

- Conducted building tours and documented irregularities.
- Trained, counseled, reviewed and inspected shift and department.
- Assisted with scheduled, payroll and other financial matters.
- Acted as a liaison between the security services staff and the department Director.
- Provided outstanding customer service to all tenants, residents, visitors and client representatives while adhering to company and building policies.
- Ensured residents and visitors follow access control procedures according to building policy.

Lead Security Officer, May 2000 – July 2005
Hilton Hotels Corp., Miami, FL

- Ensured that all officers arrive on time for their shift and ready for duty.
 - Performed random building inspection tours and recorded any discrepancies in reporting system.
 - Overseen emergency situations and reported same immediately via e-mail and directed notification to senior security management.
 - Conducted a daily routine audit of the daily log entries for accuracy, thoroughness, and grammar.
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Education:

Associates Degree in Criminal Justice, Northeast Mississippi Community College, Booneville, MS

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