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## Paladin Security Officer Resume

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### Job Objective

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To obtain the position of Security Officer with Paladin.

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### Highlights of Qualifications:

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- Vast experience in providing security services in corporate environment
  - Profound knowledge of security procedures
  - Ability to resolve all problems in various social levels
  - Ability to write reports and maintain logs
  - Ability to handle all confidential information
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### Professional Experience:

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Security Officer  
KSL Security, Brownsville, TX  
January 2007 – Present

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### Responsibilities:

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- Analyzed sites and prepared logs of all security incidents for hospital staff and patients.
- Conducted regular patrols on all inside and outside facility and ensured restriction in entry for all unauthorized personnel.
- Monitored doors, entrances and exits and ensured safety of all hazardous material.
- Managed and responded to emergency calls and alarm systems.
- Assisted in managing various surveillance equipments in events and facility.
- Maintained relationship with various key holders and visitors and resolved all queries.
- Ensured monitoring of all visitors and checked credentials to permit into facility.

Security Officer  
Pyramid Security, Brownsville, TX  
July 2002 – December 2007

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### Responsibilities:

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- Ensured a safe work environment and followed safety practices to keep information confidential.
  - Performed various security procedures and ensured proper communication.
  - Prepared comprehensive reports on all incidents.
  - Assisted and used a two way radio for maintain security.
  - Managed access control of security systems.
  - Investigated any form misconduct and collected necessary evidence for same.
  - Monitored surveillance equipments such as cameras.
  - Facilitated in maintain effective relationships with stakeholders.
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### Education:

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High School Diploma  
Oak Glen High School, Valley Center, CA

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