
School Security Guard Resume

Job Objective

Honest, talented and dedicated School Security Guard seeking a job within your organization where I can play a major role in the execution of duties.

Highlights of Qualifications:

- Hands-on experience in providing security services at school
 - Exceptional knowledge of school security procedures
 - Thorough knowledge of student warning and suspension protocols
 - Skilled in understanding student behaviors
 - Amazing ability to handle aggressive students
 - Outstanding ability to work in extreme weather conditions
 - Immense ability to make critical decisions according to school policies
 - Familiarity with MS Suite products
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Professional Experience:

School Security Guard
FEDCAP SCHOOL, Elgin, IL
August 2007 – Present

Responsibilities:

- Assisted in development of school safety program.
- Responded to emergency calls promptly.
- Reviewed and recommended improvements to student disciplinary programs.
- Patrolled around school facility to detect unsafe activities.
- Examined gates, doors and windows to ensure security.
- Addressed concerns from students, parents and school staffs.
- Investigated incidents and prepared detailed incident reports for submission to management.
- Operated two-way radio devices to communicate with other Guards.

School Security Guard
ShIPLEY School, Elgin, IL
May 2004 – July 2007

Responsibilities:

- Screened visitors at school entrance and issued visitor's pass.
 - Identified safety hazards and provided appropriate measures.
 - Monitored cafeteria, playground and class rooms for any unusual conditions.
 - Identified unauthorized persons or vehicles and reported to management.
 - Maintained logs of daily shift activities.
 - Provided security during school events and open houses.
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Education:

High School Diploma
Castle Park High School, Chula Vista, CA

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