
Security Clerk Resume

Job Objective

Seeking to obtain a Security Clerk position with an organization where I can utilize my clerical skills and be an asset to the employer.

Work Experience:

Security Clerk
SIZEMORE INC., Portland, OR
May 2004 – Present

- Ensured that employee's and visitor's have proper credentials to access the facility.
- Administered to issue access cards as needed to employees and visitors.
- Maintained visitor records and database.
- Conducted check of bags, briefcases, cell phone and other prohibited items.

Security Clerk
Johnson Service Group, Inc., Portland, OR
March 2002– April 2004

- Monitored alarms and CCTV for activity and respond as needed.
 - Administered to log incoming visit requests & create outgoing visitor requests.
 - Maintained security records as directed and handled night checks.
 - Administered pager duty.
 - Responded 24/7 to emergency security situations within the SEC facility.
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Summary of Qualifications:

- Remarkable experience with office procedures and related clerical duties
 - Ability to answer phones, directs calls, and takes messages.
 - Ability to meet and deal effectively with the public and inmates
 - Ability to verify against authorized documents, issue badges, passes, vehicle permits
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Education:

Associates degree in Accounting
Cuyahoga Community College District, Cleveland, OH

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