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## Security Receptionist Resume

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### Job Objective

Professional Security Receptionist seeking the opportunity to secure a position with growing company in which my skills can be used to their fullest potential.

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### Work Experience:

Security Receptionist, August 2005 – Present  
AlliedBarton Security Services, Gary, IN

- Greeted all employees and visitors in a pleasant manner.
- Assisted the guests and employees in any queries regarding the organization.
- Managed the administrative tasks of the organizations and multitask according to the priorities.
- Monitored the changes in the organization and adapted to the same.
- Assisted in investigating all suspicious activities to ensure that there are no criminal acts at the client site.
- Managed the efficient working of the site by performing regular patrols for the same.
- Coordinated with the seniors in case of any accident or medical emergency at the site.
- Performed the necessary actions in case of medical and bomb threats.

Security Receptionist, May 2000 – July 2005  
Universal Protection Service, Gary, IN

- Monitored all incoming calls by answering them and then diverting them to the appropriate department.
  - Greeted all employees and clients with courtesy.
  - Processed all information provided by the job applicant and verified their details.
  - Maintained the office supply inventory and made purchase orders of the same.
  - Performed all the necessary work for the office such as maintaining the filing and incoming and outgoing faxes.
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### Summary of Qualifications:

- Vast receptionist experience for a security agency
  - Sound knowledge of the attendance system
  - Profound knowledge of the necessary communication required with the client
  - Ability to provide effective and efficient services to the client
  - Ability to analyze the data, resolve any problems and complete the work on deadline
  - Ability establish, maintain, and update files, databases, and records
  - Familiarity with standard office administrative procedures
  - Exceptional communication and interpersonal skills
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### Education:

High School Diploma, Mother McAuley Liberal Arts High School, Chicago, IL

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