## Security Guard Resume Sample 1

**Everett Rodriguez**

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### A. Summary

A very hardworking and committed security guard with a proven track record in the field of safeguarding a property and making sure that its assets are protected against fire, vandalism, theft, and flood. I am currently on the search for a similar position in a company where I can display my skills and which rewards hard work and loyalty.

### B. Working Experience

* 2010 – 2016 – Sunny Vale Shopping Center, Indianapolis, Indiana

**Responsibilities:** making sure that the people, building, and merchandise are secure in a proactive way. Creating a comfortable and safe working environment for all the visitors and employees of the company. Patrolling the entire shopping area regularly and for a particular amount of time. If major accidents occurred, direct the emergency vehicles as well as other traffic to safety. Respond with much haste at all the emergency situations that arise. Reporting all the incidents to managers. Searching the personnel, the customers, their bags or vehicles if I considered it necessary. Create written reports of my activity or the events on site for the upper management.

### C. Education and Academic Training

* Graduated in 2008 from the Marina South College in NVQ Security

### D. Job Related Skills

* Outstanding observation skills
* Aware of restraint and arrest techniques
* Fully aware of safety and health issues
* Able to deal with people in a polite manner but also with authority
* I possess a personal and professional history that can be checked
* Very computer literate, with the ability to use the Microsoft Office package, especially Excel and Word, as well as systems for visitor management
* I have a professional approach when it comes to all the routine tasks and processes
* In possession of a License of SIA Door Supervisor & Front Line

### E. General Skills

* Confident
* Well groomed
* Smart
* Professional attitude
* A very friendly and approachable attitude
* Very presentable appearance
* Physically fit
* Imposing from a physical point of view
* I am willing to work night shifts as well as on weekends and special days, such as holidays or Black Friday.