

JASON JOBSEEKER

2432 Main Street
Metropolis, OH 44xxx

Phone: (216) 555-1212
E-Mail: jjobseeker@xxx.com

OBJECTIVE: A Security Officer position leveraging my education and work experience

SKILLS AND QUALIFICATIONS

- 3+ years of security guard experience.
- Broad knowledge of relevant safety equipment, policies, procedures, and strategies to deal with emergency situations.
- Exceptional problem-solving skills; ability to handle conflict situations tactfully but firmly.
- Good interpersonal skills; customer focused; comfortable dealing with a diverse public.
- Experience working alongside emergency services.
- Excellent written and oral communication skills. Bi-lingual (English and Spanish)
- Proficient in Microsoft Office – Word, Excel, and PowerPoint.

EDUCATION AND CERTIFICATIONS

Lorain County Community College – Elyria, OH
Associate of Applied Science in Justice Systems – Police Science
Expected graduation – May, 2xxx (GPA 3.65)
CPR, First Aid, and AED Certified (current)

COURSEWORK

Introduction to Criminal Justice • Criminal Law • Criminal Justice Investigation • Criminalistics
Introduction to Psychology • Introduction to Sociology • Introduction to Police Operations
Juvenile Delinquency • First Aid and Safety • Police Supervision • Traffic Accident Investigation

EXPERIENCE

ACME, INC. – Acme Heights, OH
Security Officer

2013 – Present

- Meet and greet official visitors. Authorize entrance and departure of employees and visitors.
- Monitor, handle and report suspicious or unusual activity. Apprehend or evict trespassers.
- Patrol shop floor, offices, and parking lots.
- Deal with hostile customers and escorting them from the building.
- Answer telephone calls and providing information during non-business hours.
- Monitor and operate CCTV cameras and Alarm Systems; quickly and appropriately respond to alarms.
- Administer first aid as needed.
- Submit shift reports on facility security.

SUPER RETAILER – Home Village, OH
Security/Loss Prevention Associate

2011 – 2013

- Reported incidents of concern to store manager.
- Apprehended and detained suspected shoplifters until arrival of police.
- Completed fire alarm and safety checks. Dealt with emergencies as they arose. contacted police or emergency services when necessary.
- Prepared security reports for store and corporate management.