

John Doe

123 Street, Washington, DC 20001
(703) 555-5555 | johndoe@email.com

Date available to begin work: Immediately

SUMMARY STATEMENT

College educated with 4 years of security guard experience working in Security Operations and Customer Relations. Strives to exceed professional and personal goals. Strong written and verbal communication skills.

PROFESSIONAL SKILLS

Education	Bachelor of Science in Business Management and Finance from J. Edgar Hoover University.
Employment	My self-motivation, hard work and dedication all contribute to the continuing success of my employer. Technically competent. Natural leader and team player.
Personal	Strong work ethic with a positive approach. Continuously striving to achieve goals and exceed expectations. Organized and focused.

PROFESSIONAL WORK EXPERIENCE

Security Guard, GS-0085-05, February 2014 – Present

DOD Air Force, Eielson AFB, Alaska

Salary: \$41,611 per year

Job Type: 40 hours per week, Full-Time

Supervisor: Jane Dane, (012) 345-6789

Provide your description of duties, and identify your major roles, responsibilities and accomplishments.

- Performs Physical Access Control Systems (PACS) registrar operations in order to enroll personnel into the system for vetting and printing of visitor passes/badges.
- Verifies personnel credentials, prints visitor passes and/or badges, creates and edits card holder records and runs card and pass access reports.
- Controls, prepares, issues identification badges, cards, and passes that allow access of civilian, military, contractor personnel, and visitors on to the installation.
- Conduct vehicle searches/inspections (to include cargo areas, engine compartments and under carriages), in accordance with standing operating procedures.

OTHER WORK EXPERIENCE

Security Guard, May 2012 – January 2014

XYZ Company, Fairbanks, Alaska

Salary: \$17 per hour

Job Type: 40 hours per week, Full-Time

Supervisor: Jack Doe, (123) 456-7890

Provide your description of duties, and identify your major roles, responsibilities and accomplishments.

- Provide internal and external building security.
- Check for any unauthorized vehicles or suspicious persons on the premises after work hours.
- Enforce clinic parking rules and regulations.
- Fill out and turn in daily reports for normal activities, and incident reports for other activities, such as accidents, thefts, disturbances, and other abnormal occurrences.

EDUCATION

Bachelor of Science in Business Management and Finance, May 2012

J. Edgar Hoover University, Washington, DC, GPA 3.8

CERTIFICATIONS/ACHIEVEMENTS

Certified Security Officer Certification, January 2014

CSOC Board, Washington, DC

TRAINING

Supervising Employee Performance, Conduct, and Leave, February 2-4, 2015: 24 hours

OPM Training Center, Washington, DC

VOLUNTEER EXPERIENCE / COMMUNITY SERVICE

Make a Wish Foundation Charity Drive, July 2014

Fairbanks, Alaska, 80 hours per year

- Created flyers for advertising.
- Coordinated charity event location.
- Contacted local businesses via telephone or email to solicit donations.
- Provided access security during event by securing the parking lot, provided internal and external building security, etc.