Joe Bloggs | Security Officer

# contact INFORMATION

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# profile

* SIA front line licence (renewed 2019).
* 10+ years’ checkable work history.
* Experience across business premises, warehouse security and retail security.
* Thorough knowledge of fire, health & safety and emergency procedures acquired through on-the-job training and experience.
* Good awareness of applicable law (powers of security staff, health and safety).
* Excellent interpersonal skills built through substantial work experience.
* Proven ability to work under pressure in a busy and fast-paced environment.
* Strong verbal and written communicator – experience presenting reports and issues to management, and producing regular clear & concise reports.
* Well-presented with a polite and professional attitude.
* Intermediate level IT Skills (Microsoft Word, Excel, Powerpoint, Outlook)
* Confident working both independently and as part of a team – past experience in both.

# work history

Security Officer

Marble Professional Services, Nottingham September 2015 – date

Working at this facilities management and professional services company, my responsibilities included:

* Protecting the security and safety of the buildings and personnel at a busy client site.
* Welcoming clients, ensuring ID badges are created, allocated and collected.
* Monitoring for and acting on all suspicious sightings or potential criminal activity.
* Retaining full control in scenarios until the arrival of the relevant emergency services.
* Recording, reporting and escalating all sightings and arrests on a regular basis.
* Covering phones, emails, IT systems, CCTV and alarms, doors and car park, and travelling to other sites to provide support, as and when required.
* Writing accurate and complete handover and incident reports, taking appropriate action where required in relation to reports that are passed to me.
* Conducting shift handover procedures at the start and end of each shift.
* Where there is potential for conflict, working as part of a team to provide conflict resolution assistance.

Security Officer

amazines warehouse, Nottingham october 2012 – may 2015

Based at a goods warehouse in Nottingham, my responsibilities included:

* Upholding the Company's policies and procedures in all security related matters, in a fair and consistent manner.
* Reporting breaches of Company policy.
* Applying the Company’s emergency procedures where necessary.
* Identifying and advising management and staff of possible stock losses and best practice in loss prevention
* Maintaining a safe working environment for staff, clients and visitors to the premises.

Retail Security Officer

asda superstore, Nottingham june 2010 – september 2012

* Welcoming customers, remaining approachable and providing good customer service.
* Patrolling the shop floor.
* Deterring violence and public order offences, and protecting customers and colleagues from physical and verbal abuse.
* Requesting assistance from emergency services where appropriate and retaining control until their arrival.
* Liasing with the police and writing reports.
* Working with the in store team to pro-actively reduce stock loss.

# education

Security Guard Course

get licensed july 2010

This 3 day course leading to the SIA licence covered working in the private security industry, working as a Security Officer and conflict management for the private security industry.

GCSEs

redhill academy, arnold june 2010

9 GCSEs including English (C) and Maths (C).

# interests

In my spare time, I enjoy going to the gym and also doing taekwondo (black belt 3rd dan). I regularly compete in half marathons and hope to tackle my first full marathon this year.

# references

References from current and past employers available on request.

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