

# JOE BLOGGS | SECURITY OFFICER

## CONTACT INFORMATION

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## PROFILE

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- 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

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### 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.
- Liaising with the police and writing reports.
- Working with the in store team to pro-actively reduce stock loss.

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## **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).

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## **INTERESTS**

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

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## **REFERENCES**

References from current and past employers available on request.

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