

# [Full Name]

[City, State] | [email@example.com] | [+1 (555) 555-5555]

## PROFESSIONAL SUMMARY

[Detail-oriented **Security Guard** with [X+] years of experience protecting people, property, and assets in [commercial/residential/corporate] environments. Proven ability to monitor CCTV, control access, and conduct thorough patrols while maintaining detailed incident documentation. Adept at de-escalating conflicts, enforcing site policies, and collaborating with law enforcement and emergency responders. Known for reliability, strong situational awareness, and consistent adherence to **safety and security protocols**.]

## EXPERIENCE

### [Senior Security Guard] | [ABC Corporate Security Services]

[Month YYYY] – Present | [City, State]

- [Lead daily site security operations for a [X]-story corporate office building, conducting scheduled interior and exterior patrols, monitoring [CCTV/access control] systems, and ensuring adherence to client-specific security post orders.]
- [Respond to and document security incidents, alarms, and emergency situations, completing detailed incident reports and logs that improved incident tracking and follow-up actions by [X]%.]
- [Train and mentor a team of [X] security officers on patrol procedures, radio communication protocols, visitor management, and emergency response drills, contributing to a measurable reduction in unauthorized access attempts.]

### [Security Guard] | [XYZ Mall & Retail Security]

[Month YYYY] – [Month YYYY] | [City, State]

- [Patrolled assigned retail floors and parking areas on foot and via vehicle, identifying safety hazards, suspicious behavior, and policy violations, and reporting findings via [two-way radio/digital logging system].]
- [Monitored [CCTV] cameras and access control systems to detect theft, vandalism, and loitering, assisting store management and local law enforcement with evidence and statements when required.]
- [Provided customer-facing security presence, offering directions and basic assistance to visitors while maintaining firm but respectful enforcement of mall rules, contributing to a safer and more welcoming environment.]

## EDUCATION

### [High School Diploma] | [Name of High School]

[Month YYYY] – [Month YYYY] | [City, State]

- [Relevant coursework or activities: [Basic security concepts], [Civics], [Physical Education], [Communication Skills].]

### [Security Guard Training / Certification] | [State-Approved Training Center]

[Month YYYY] – [Month YYYY] | [City, State]

- [Completed [X]-hour state-mandated security guard training covering **legal authorities, report writing, emergency response, conflict de-escalation, and use-of-force guidelines**.]

## SKILLS

### Security & Operations:

- [Patrol procedures (foot & vehicle), access control, visitor management, and perimeter checks]
- [CCTV monitoring, alarm response, and use of electronic incident logging systems]

### Safety & Compliance:

- [Emergency response support (fire, medical, evacuation) and coordination with first responders]
- [Knowledge of basic security laws, site post orders, and workplace safety protocols]

### Communication & Interpersonal:

- [Clear radio and verbal communication, accurate report and log writing]
- [Conflict de-escalation, customer service, and professional interaction with the public]

### Personal Attributes:

- [High reliability and punctuality, strong situational awareness, and attention to detail]
- [Ability to stand, walk, and patrol for extended periods and remain calm under pressure]

## PROJECTS

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### **[Security Post Order Review & Improvement Initiative] | [ABC Corporate Security Services]**

[Month YYYY] – [Month YYYY]

- [Collaborated with site supervisor to review and update existing post orders, clarifying patrol routes, incident escalation steps, and emergency contact lists for a [X]-tenant office building.]
- [Introduced a standardized incident report template and logbook process, helping reduce incomplete or unclear reports and improving handover between shifts.]

### **[Mall Safety Awareness & Theft Prevention Support] | [XYZ Mall & Retail Security]**

[Month YYYY] – [Month YYYY]

- [Assisted in coordinating a joint safety awareness effort with mall management and store tenants, sharing basic security tips and shoplifting indicators with store staff.]
- [Supported the placement and monitoring of additional security signage and patrol coverage in identified high-risk areas, contributing to a noticeable decrease in reported minor theft incidents during the period.]