

# John Doe

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

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**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

<b>Education</b>	Bachelor of Science in Business Management and Finance from J. Edgar Hoover University.
<b>Employment</b>	My self-motivation, hard work and dedication all contribute to the continuing success of my employer. Technically competent. Natural leader and team player.
<b>Personal</b>	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.