ROBERT SMITH

**Chief Safety Officer**

**info@qwikresume.com | https://Qwikresume.com**

Seeking an opportunity with a reputable employer who rewards hard work and appreciates ability and loyalty.

**2012 – 2012**

## CHIEF SAFETY OFFICER - ABC CORPORATION

* Monitoring and operating CCTV cameras and other recording devices.
* Liaising with the emergency services, police, ambulance, and fire to resolve issues and maintain security and service.
* Producing written reports in support of management.
* Investigated suspicious activity and accurately reporting all incidents to senior manager.
* Responding to emergency situations as they arose.
* Creating a safe and comfortable working environment for employees and visitors.
* Pro-actively ensuring the protection of merchandise, property and other assets.

**2007 – 2012**

## SAFETY OFFICER - UNIVERSITY VILLAGE THOUSAND OAKS

* Work at a retirement community working in the safety kiosk.
* Monitoring surveillance camera and also everyone who comes on the property.
* Using a radio system to communicate with others and answering 2 separate phones.
* Also handle medical calls if someone pushes a pendant alarm and needs assistance.
* Also log everything that we do on our shift and patrol the campus.
* Being able to help residents if and when they needed assistance.
* Skills Used Medical, caregiving, organizational, communication, customer service and observation..

# EDUCATION

Associates in Business Administration - (LaGuardia Community College - Long Island City, NY)

# SKILLS

Driving.

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