

ROBERT SMITH

Chief Safety Officer

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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.