

ROBERT SMITH

Campus Safety Officer

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Track record of achieving exceptional results in customer service and problem solving. Also able to handle physical labor, easy to train, and always willing to learn.

CORE COMPETENCIES

Customer Service, Security, Warehouse.

PROFESSIONAL EXPERIENCE

Campus Safety Officer

ABC Corporation - November 2012 – April 2015

Key Deliverables:

- Monitor and authorize entrance and departure of employees, visitors, and other persons to guard against theft and maintain security of premises.
- Patrol industrial premises to prevent and detect signs of intrusion and ensure security of doors, windows, and gates.
- Escort individuals to specified locations or to provide personal protection.
- Operate detecting devices to screen individuals and prevent passage of prohibited articles into restricted areas.
- Answer telephone calls to take messages, answer questions, and provide information.
- Write reports of daily activities and irregularities such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences.
- Call police or fire departments in cases of emergency, such as fire or presence of unauthorized persons.

Safety Officer

ABC Corporation - 2011 – 2012

Key Deliverables:

- My current primary duties are as a TSU Officer at the Norfolk International Terminal.
- Am also qualified to work TSU at APM and NNMT.
- In addition, I am certified to work the gates at NIT and NNMT.
- My primary duties as TSU are to conduct Safety Patrols of the facilities, Conduct safety awareness and enforcement, safely transport personal to and from vessels and provide escort to contractors and various other personnel.
- Am also a first responder in case of emergency such as Fire Alarms, Fire Emergency, Medical Emergency, Person (s) in the water, Vehicle Accidents, Discovery of Property Damage, Traffic Problems and Container Leaks and Spills and Security of the Terminal.
- Within these positions, I am required to be familiar with the Maritime Transportation Security Act (MTSA) and USCG 33 CFR, TWIC program and to apply MARSEC Level compliance.

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- Communicate effectively with Clients, Customers, Employees, Vessel Personnel (from a variety of countries and back rounds), Management, VPA Police and subordinates on a daily basis.

EDUCATION

- Certification in Athletic Training - 2016(Brookhaven College - Farmers Branch, TX)