Campus Security Officer Resume (Template) PDF

JESSE KENDALL

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DEDICATED TO CAMPUS SAFETY

Security ***Competencies: Campus Safety, Student Relations, Conflict Resolution, Crisis Diffusion, Regulatory Enforcement, Emergency Response***

Highly regarded professional with a successful background in law enforcement. Effectively relate across all levels of leadership as well as with students, faculty, and members of the community at large; rich understanding of a multitude of cultures and customs. MS in Human Resources Training and Development in progress.

PROFESSIONAL EXPERIENCE

ABC LUTHERAN UNIVERSITY

Operations Supervisor, Campus Security,

Miami, FL, 04/20xx – Present

Ensure student, staff, and faculty safety through management of overall safety functions across campus. Lead a team of professional safety officers and campus safety employees. Liaise with stakeholders and ensure complete satisfaction.

- Met rigorous project and program objectives. Devised a comprehensive security plan focused on organizational objectives, student needs, and emergent contingencies. Executed through a highly trained staff. Evaluated performance to ensure excellence. Contained costs through strategic scheduling.

BCD UNIVERSITY

Site Supervisor, Campus Security

, Miami, FL, 11/20xx – 04/20xx

Coordinated all site activities, including payroll through the campus security office, tracked vehicle mileage for all site security vehicles, assisted officers with their annual reviews, and documented officers for corrective action. Established and maintained an outstanding working relationship with city law enforcement officers. Kept inventory of site equipment. Supervised, trained, and mentored staff of up to ten security officers.

- Developed and established highly effective patrolling procedures. Designed and implemented comprehensive training manuals and a site log system to include binders and packets, a time sheet log book, a site activities log book, and a supervisor duty log, which are still in use today. Received a second Achievement Award for exceptional performance of job duties.

UNIVERSITY of CDE

Safety Officer, Campus Security,

Miami, FL, 02/20xx – 11/20xx

Maintained frequent contact with the local police; detained individuals until the police arrived to make formal arrests. Developed preliminary reports involving student violations. Operated campus-wide closed circuit television (CCTV) system. Provided crowd control for special events. Engaged in routine motorized patrols on a 24-hour basis to safeguard property and life. Worked in the Resident Village to supervise resident safety monitors (RSMs).

- Cultivated open lines of communication with university staff, faculty, students, and visitors. Quickly responded to and thoroughly investigated campus incidents.

AWARDS:

"Spark" Recognition Awards (2), Administrative Award, Kroll Crisis Management, 20xx

EDUCATION:

Associate's Degree in Criminal Justice, XYZ College, Miami, FL, 20xx

TRAINING:

NRA Certified Pistol Instructor/ NRA Certified Range Safety Officer/ Senior Firearms Instructors, LLC, Basic and Intermediate Pistol/ Larry Smith Enterprises Aerosol Weapons OC Instructor/ Monadnock Expandable Baton

Instructor/ Monadnock Defensive Tactics Instructor