

JESSICA CLAIRE

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Professional Summary

To obtain a full-time position where I can utilize my surveying and engineering knowledge in professional atmosphere. Skilled Armed Security Officer with knowledge of prevention strategies, investigative techniques and detainment procedures. Bringing superior work ethic and skills in observation. Looking to offer 10 years of experience to your company to obtain permanent position. Experienced supervisor with over 10 years of experience in security. Excellent reputation for resolving problems and improving customer satisfaction. Communicative security personnel with significant physical strength and stamina. Firearms trained and knowledgeable of proper usage. Familiar with various tools of trade and security equipment. Safety-conscious security personnel with excellent communication skills and eye for detail. Physically dexterous to monitor premises through advanced security cameras. Skilled at handling and resolving conflicts professionally. Talented security professional skilled at conducting building patrols, securing entrances and exits and keeping visitors under constant surveillance. Skilled in writing reports, updating records and handling simultaneous tasks in fast-paced settings. Veteran security associate with demonstrated expertise in building, grounds, personnel and asset protection. Excellent observational, problem-solving and decision-making skills combined with detail-oriented nature, unparalleled integrity and sound judgment. Familiar with various weaponry and well-trained in successful strategies for emergency response and de-escalating conflicts. Diligent Security professional with 10 years of experience monitoring facility staff and visitors to maintain order and safety. Demonstrated ability to learn new procedures and policies using defensive tactics within strict guidelines. Leverages excellent listening and service skills in emergency response and evaluation procedures.

Skills

- CCTV experience
- Facility patrols
- Law Enforcement Assistance
- Surveillance
- Foot and Vehicle Patrol
- CCTV System Operations
- Security Camera Monitoring
- Equipment Inspection
- Punctuality
- Safety and security
- Firearms expertise
- X-Rays
- Training Procedures
- Recordkeeping

Work History

Armed Security Guard, 08/2013 to Current

Chenega Corporation – Stennis Space Center, MS

Corporal Supervisor Madera County Courthouse

- Completed full building and grounds patrols every [Timeframe] to spot and investigate concerns.
- Responded quickly to incidents and assessed active situations for security concerns.
- Scanned incoming and outgoing personnel and packages using hand-held wands and x-ray machinery to protect building, assets and individuals.
- Wrote [Timeframe] reports detailing visitors, incidents and resolutions.
- Reduced vandalism and criminal activity by keeping close eye on premises through personal checks and CCTV monitoring.
- Watched different facility areas from central location via different CCTV feeds, obtaining maximum coverage of important areas.
- Performed [Timeframe] patrols of building areas, parking lots and facility grounds.
- Monitored and authorized entrance and departure of visitors and employees to guard against theft and maintain security of premises.
- Checked personnel ID badges and issued temporary credentials to visitors.
- Circulated among visitors, patrons and employees to preserve order and protect property.
- Inspected packages, bags and deliveries entering facility through [Action] and [Action].
- Monitored all doors and windows of [Number]-foot [Type] facility to prevent entry of unauthorized individuals.
- Restrained and searched suspects and followed bomb threat procedures.
- Maintained proficiency in use of assigned protective equipment, weapons and restraint devices through [Action] and [Action].

Engineering Technician, 06/2001 to 10/2009

Stanley Black & Decker, Inc. – Perth, ND

- Reviewed survey maps for accuracy.
- Created and compiled Correction Sheets for surveyors.
- Recorded filed maps.
- Performed surveys using GPS, and Total Station as directed for building projects and flood projects.
- Ran levels for elevations of county land.
- Assisted the public with research on maps and elevations for upcoming jobs Grading Department.
- Reviewed Grading Plans for accuracy.
- Issued Grading Permits.

• Inspected Grading work on completed jobs FEMA Department.

• Made FEMA determinations for Grading and Well Permits.

• Assisted the public with FEMA determinations and supplied copies of official documentation.

• Customer Service with the public regarding any questions about Surveying, FEMA, Grading and Contractors.

Surveyor, 10/1998 to 01/2001

City Of Miami – Miami, FL

• Utilized GPS, Levels and Total Station to perform Construction Staking, Boundary, Topography, and As-Built Surveys.

• Set Property Corners and Subdivision monumentation.

• Performed research for jobs by compiling data county offices and state agencies.

Agricultural Inspector III, 03/1993 to 09/1998

STATE OF CALIFORNIA DEPT OF FOOD, AG, BOATING & WATERWAYS – City, STATE

- Operated Watercraft to survey for Hydrilla and perform chemicals treatments.
- Kept MSDS on chemical exposure.
- Supervised crewmembers on boat maintenance and the safe operation of the watercraft.
- Trained crews on chemical transfer and safety.
- Created work assignments for the week and supplied chemical output documentation for the project supervisor.

Education

No Degree

California Land Surveying Association - Madera, CA

- Continuing education in land surveying, lot line adjustments, Parcel maps and Record of Surveys, subdivisions.

Department of Water Resources for Flood Plain and Elevation Certificate Certification

State of California

Department of Consumer Affairs State of California Structural Pest Control Board Applicators Certificate

Yosemite High School - Oakhurst, CA

graduate: 1979

Certifications

California Land Surveyors Certificates Department of Consumer State of California Structural Pest Control Board Applicators Certificate.