**Karen Wallace**

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|  | **Office Management Profile** |  |
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Accomplished and resourceful professional with proven expertise monitoring the security operations. Strong ability to manage documents, plan/book appointments, schedule meetings, deliver reports, and provide managerial support. Proficient in Microsoft Office Suite (Excel, Word, PowerPoint, Outlook); seamlessly manage multiple concurrent responsibilities, tight deadlines, and shifting priorities. Expert in strengthening relationships with strategic partners and building consensus across multiple organisational levels. Able to deliver an exceptional level of service, while consistently completing work ahead of schedule to propel organisational productivity and enhancing client satisfaction. Knowledge and understanding of the company's protocol empowers the security staff.

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| * Site Operations * Health & Safety Compliance * Team Leadership | * Building Relationship * Risk Mitigation & Assessment * Hazard Analysis | * Suppliers Engagement * Project Management * Issues Resolution |

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|  | **Career Experience** |  |
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**Site Supervisor**, Allied Universal Security Services, Opelika, AL Date

Direct a highly competent team of 10-security specialists, ensuring attainment of set organization objectives.

Align all site operations execution in accordance with health and safety standards. Supervise and co-ordinate weekly subcontractor meetings, daily site inductions, and quality inspection to ensure regulatory compliance. Formulate site reports and present to senior executives to enable decision-making. Deliver hands-on assistance to regional operations managers in recruiting new personnel. Define and execute COVID-19 protocols and training for both security personnel and factory laborers

* Improved on-site personnel skills and industry knowledge via training and development.
* Promoted adherence with hazardous materials and worksite safety policies.

**Security Specialist**, Allied Universal Security Services, Broomfield, CO Date

Planned, designed, and implemented safety measures and controls, while protecting assets and employees at DEA-regulated pharmaceutical manufacturing facility. Directed the successful execution of supply-chain security for sealed transport trucks and pharmaceutical shipments. Monitored emergency backup protocols, maintained CCTV, and electronic access control systems.

* Would you be kind enough to share any key contributions for this position?

Additional Experience:

State Trooper for Colorado State Patrol

Security Specialist for Colorado Security Services

Security Specialist of Facilities for StorageTek

Founder, Owner, Operator for Two by Two Pet Care

Assistant District Distribution Manager for Denver Newspaper Agency

Assistant District Manager for Scripps Media Access

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|  | **Education** |  |
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**Diploma – Criminal Justice**

Colorado State Patrol Academy/Western College University, Golden, CO

Associates Degree – Business, Front Range Community College, Westminster, CO

**Certifications**

Red Cross First-Aid/CPR/AED Training (valid thru December 2020)

Colorado Bureau of Investigation - CCIC Level T Certificate

FEMA - EMI - NIMS, IS 00700, - 2008

FEMA - EMI - ICS 100, - IS00100 - 2008

Colorado Department of Public Health and Environment - Training Certificate 2008

PPCT Defensive Tactics Basic Certification - 2008