**Your NEW Professional LinkedIn Profile**

**TO GET STARTED:**

If you don’t have an existing LinkedIn profile to edit, please click on the following link to Join LinkedIn and create your free account: linkedin.com. If you have an existing profile, please sign into your LinkedIn account and click on your profile picture to the left side of the screen (or the Me button at the top) and click the pencil icons to edit your profile.

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# **HEADLINE & PROFILE SUMMARY**

**First (20 characters) and Last Name (40 characters)**

Marcus Griffiths

**EXPERT TIP:**

*It doesn’t matter whether you go by Lawrence or Larry or if you prefer to include your middle initial in your full name or not. The key is to make sure your name is consistently represented across your resume, LinkedIn profile, and any other online accounts you want to associate with your professional brand.*

**Your Professional Headline** (120 characters)

This is a short statement or a few words that best describes you. This section is below your name when you log in to edit your LinkedIn profile. (120 characters)

Analytical and success-oriented executive with extensive experience in security management, crisis management, and business development.

**Country Location**

UK

DOR

**Postal Code Industry**

*Security Management*

BH14 9NU

**About** (2000 characters)

The profile **About** section can be used to provide additional descriptions about your experience, expertise, awards, etc. It is also the section of your profile which has the highest character count. This is where you can give viewers a glimpse into who you are, what your background is, what you're looking to accomplish, and additional places they can find you online or contact you.

Hello! I am Marcus! I possess great quality of organizing and composing security plans, standard operating procedures, evacuation, and crisis management plans. I have proven track record of success in training, motivating, and coaching teams to exceed organizational objectives. I have demonstrated expertise in developing relationships and managing teams to achieve shared visions and goals. I am greatly skilled in establishing operational excellence awareness exercises, security drills, and policies as well as managing contracted security personnel and regulation of government forces.

Companies I’ve made a positive impact at include Chevron | IDS International / Lloyd’s Register --- my prowess is not limited by industry or company type.

While others take pride in meeting all standards set before them, my passion is for delivering service that goes beyond organizational expectations, creating a win-win scenario for everyone involved!

# **Do you have an online portfolio or website?** If you have a personal website or an online portfolio of your work that is relevant to your job search, we recommend utilizing the Media option located directly underneath the summary. Simply click the "Link" option to post the URL of your website/portfolio. You can also utilize the "Upload" function to add media examples of your work.

# **CONTACT INFORMATION**

Choose which information you’d like to be visible for your connections. This includes your email address, phone number, IM account, and address. If you’re actively searching for a job and would like employers and networking contacts you’ve connected with to reach you, I recommend including the email address you’re using for your job-search activities and your mobile phone number (the same one on your resume).

There’s also a spot to add information that will be visible to everyone on LinkedIn. If you maintain a blog that’s relevant to your field or an online portfolio of your work, I recommend adding these links to the **Websites** section. If you have a Twitter account and use it to support your professional brand and tweet about industry-specific topics, then feel free to add it as well.

# **EXPERIENCE**

Your work history will be found here; paste it into the experience section in LinkedIn, going job by job and working backwards. Once you’ve filled out this information, click the blue **Save** button. Then click the blue **+ Add position** button to add your next job. Repeat these steps for all the following positions.

**Position 1**

**Company Name** (100 characters maximum)

Chevron

**Title** (100 characters maximum)

**Security Advisor**

**Location**

Kurdish Region of Iraq

**Start Date End Date**

2013

2020

**Description** (200 characters minimum, 2000 maximum)

In my most recent position, I executed in government approved competitive contracts for service providers, and budget forecasting to attain value without reducing effectiveness while building a world class security team and security operations program. Furthermore, I reviewed internal audits to certify compliance with corporate policies. Security program being centred on identification, analysis, evaluation, and mitigation of risk to Chevron personnel and assets, that included corporate offices, residences, drilling sites, warehouses, and seismic and production facilities in multiple operating blocks. I also supervised and analysed competitive award of security services contracts. I directed and assessed security systems country wide. Furthermore, I performed as security lead in design, implementation and management of risk-based security programs for Chevron’s new country entry for operations in Iraq to achieve world class and cost-effective operations in a high threat and competitive environment.

List of my Key Contributions:

* Established operational excellence awareness exercises, security drills, and policies.
* Subject matter expert on security for international oil companies in hazardous environments.
* Arranged and composed security plans, standard operating procedures, evacuation, and crisis management plans.
* Organized cost oversight and forecasting programs for a multimillion-dollar budget.
* Maintained collaboration with other security professionals in Iraq to deliver proactive security instructions and introduced preventive action.
* Enforced cost effective security strategies and procedures while maintaining safe and secure operations as well as implemented physical security programs.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EXPERT TIP:**  *Here are some common symbols that work well as bullets in the* **Description** *part of each job:*   |  |  | | --- | --- | | **Stars:** ★ ✪ ✯ ✰ | **Arrows:** ☛ ☚ ☜ ☞ ☟ ⇨ ►◄ ► » | | **Traditional Bullets:** ■ ♦ ◆ ● | **Ticks:** ✓ ✔✘ ☑ ☒ | |

# **EXPERIENCE, CONT.**

**Position 2**

**Company Name** (100 characters maximum)

Chevron

**Title** (100 characters maximum)

**Security Manager, EGTL/EGP3 Projects**

**Location**

Nigeria

**Start Date End Date**

2005

2012

**Description** (200 characters minimum, 2000 maximum)

In my previous role as a project manager, I performed with combined workforce of over 12K persons in both projects having security contingent that exceeded 950. I also administered contracted security personnel and regulation of government forces. I operated as security manager for oversight, compliance, and auditing of prime contractor’s security groups to both joint major capital projects i.e. Escravos Gas to Liquids and Escravos Gas Project phase 3. Furthermore, I counselled and directed security service providers for contract award. Instructed on security risk, presented mitigation strategies, and employed preventative measures.

Some of my Key Contributions:

* Contributed in crisis management program development and operation.
* Led and compliance oversight of contractor’s security obligations and commitments under the contract.
* Conducted local national staff training and development programs to enhance their skills.
* Maintained co-ordination between base business unit and the joint projects.
* Represented the project management team for security incidents and emergency response.

# **SKILLS & EXPERTISE**

LinkedIn **Skills & Endorsements** helps other professionals and recruiters discover the expertise you have. Your LinkedIn connections will have an opportunity to endorse or recommend you based on these skills chosen so be sure to choose carefully. Skills are particularly important to include because they are also buzzwords/keywords within your industry that will stand out to hiring managers and increase your chances of getting through automated filters.

**Skills & Endorsements** (80 characters maximum per skill)

Program Management

Security Surveying & Analysis

Safety Management

Project Management

Risk Assessment & Mitigation

Regulatory Compliance

Strategic Planning & Execution

Team Training & Leadership

Budgeting & Forecasting

Asset Management

Relationship Building

Operational Excellence

Microsoft Office Suite

Visio, MS - Project, Adobe

Effective Communication

Security Development Life-cycle

Root Cause Analysis

Organizational Behavior

Continuous Process Improvement

Information Technology

**EXPERT TIPS:**

*A*[*study by the Avid Careerist*](http://www.avidcareerist.com/2013/06/17/linkedin-endorsements-search-results-serp/)*found that you will rank more highly in LinkedIn search results if you have a greater number of endorsements for the skill a recruiter is seeking. Learn how to maximize your LinkedIn endorsements at* [*http://bit.ly/1ZVpryK*](http://bit.ly/1ZVpryK)*.*

*Also, your top 3 skills are visible before having to click "See More". LinkedIn's default is to order your skills by the number of endorsements (Highest to Lowest). If there are skills that you would like to highlight that are not listed in your top 3, use the Reorder function to move up those skills you'd like to emphasize. For instructions on how to reorder your skills, see: http://bit.ly/2yoP3RL*

# **EDUCATION**

This is where your education goes. Please take the information that we have provided for you and begin entering it from the most recent educational experience, and work backward. If you received your degree more than 10 years ago, leave the **Dates Attended** fields blank.

Once you’ve filled out this information, click the blue **Save** button. Then click the **Add education** button to add your next degree. Repeat these steps for all the following degrees.

**Education 1**

**School Field of Study**

**End Year Grade**

**Degree**

**Education 2**

**School Field of Study**

**End Year Grade**

**Degree**

**Education 3**

**School Field of Study**

**End Year Grade**

**Degree**

# **OPTIONAL CATEGORIES**

The following sections are optional and can be added onto your profile should you need them.

# **Professional Development**

Royal Marine Commandos and Parachute courses | Maritime Counter Terrorism – SBS team member (not badged) | Accredited Lloyd’s trainer (UK Gov.) for maritime security | ISPS Port Facility Security Officers course - trainer | ISPS Company Security Officers course - trainer | ISPS Ships Security Officers course – trainer | Member of the winning team for the Lloyd’s List Award for Maritime Services to the Industry | Control Risk Security Consultants course | Security Industry Association (SIA) for Close Protection

# **Core Accomplishments**

* The safe and successful evacuation for Chevron from Kurdistan Region of Iraq (KRI) prior to a security emergency (2020).
* Architect for the remobilization of Chevron to the KRI with an increase in security infrastructure to enable safe and secure operations, subsequent to an emergency security evacuation (2015).
* Security lead for Chevron’s new country entry into KRI (2013)
* Security lead for competitive tendering of several security contracts over seven years driving down costs while maintaining world class security operations.
* Oversight for the training of over 300-armed protection officers, continuous security operations centre and logistical back up.
* Security oversight for Chevron during numerous demonstrations and riots for two major capital projects in Nigeria (2005 - 2012).
* Played a vital role with team that won the first Lloyd’s List award for security services to maritime industry (2004).

# **Languages**

Spanish – Intermediate

# **Projects**

# **Licenses & Certifications**

# **Volunteer Work**

# **Organizations**

# **Honors & Awards**

# **Patents**

# **Publications**

# **RECOMMENDATIONS & TIPS**

In addition to the information I listed above, there are a number of changes and additions you can make to optimize your LinkedIn profile and improve your personal brand. For additional help and pointers, check out [LinkedIn’s Help Center](https://help.linkedin.com/app/home).

**CUSTOMIZE YOUR LINKEDIN URL**

Studies have shown that [93 percent](http://web.jobvite.com/rs/jobvite/images/Jobvite_SocialRecruiting2013.pdf) of recruiters will search for your social media profiles after they review your resume. Make it easy for people to find and connect with you by customizing your profile’s public web address. Click on the following link for instructions on how to customize your LinkedIn profile URL: <http://bit.ly/1Ma3WtB>.

**INCLUDE AN APPROPRIATE HEAD SHOT**  
Studies have shown your LinkedIn profile is 40 percent more likely to get clicked on when you include a profile picture. However, not just any photo will do. When choosing your profile picture, opt for a standard head shot of you that supports your personal brand and portrays you as professional and friendly. Avoid using a group shot, an awkward selfie, or a cropped image where half of your hair is cut out or covered by someone’s arm. To avoid the image looking blurry, select a photo that’s 400 x 400 pixels or larger. If either width or height exceeds 20,000 pixels, your photo will not upload. Click on the following link to learn how to add or change your profile photo: <http://bit.ly/1QHI74t>.

**ADD A RELEVANT BACKGROUND IMAGE**

Upload a background photo or branded graphic that helps tell your story. The new recommended size is 1584 wide by 396 high. (4:1 proportion). If your background image appears blurry or pixelated, choose an image with a file size as close to the maximum (8 MB) as possible, as images with larger file sizes typically look better. Photos will also look better than images with logos. Click on the following link to learn how to add or change your background image: <http://bit.ly/2a5CkIr>.

**ADD MEDIA SAMPLES TO YOUR PROFILE**

There’s no better way to give employers a better sense of your accomplishments than showing them visual samples of your achievement. You have the ability to provide samples of your work by adding links and uploading presentations, videos, and images to projects you’ve worked on that demonstrate your expertise and skills. Learn how to add, edit, move, and remove work samples to the **Summary**, **Education**, and **Experience** sections on your profile here: <http://bit.ly/1Sehoyq>.

**SHOW OFF YOUR ADDITIONAL TALENTS**

You have the ability to add additional sections to your profile to give employers a more personal, 360-degree view of you as a professional. If you speak multiple languages, volunteer in your spare time, or participate in relevant professional associations, add this information to the appropriate sections of your LinkedIn profile. For more information, visit <http://bit.ly/1nRTDPv>.

**REQUEST RECOMMENDATIONS**

How many times have you asked your friends for a recommendation on a product or checked out a company’s reviews on Yelp before purchasing an item? As humans, we often make decisions based upon what’s known as social proof. The same process goes on for hiring decisions. Hiring managers, recruiters, and HR professionals are on the lookout for “social proof” of your talents. LinkedIn recommendations are a perfect opportunity to share reviews from your former employers, managers, peers, direct reports, customers, and clients.

Click on the following link for step-by-step instructions on how to request a recommendation: <http://bit.ly/1JJgtmn>. For more tips on how to select and approach the right people for your recommendations, visit <http://bit.ly/1Sekv9p>.

**JOIN LINKEDIN GROUPS**

Join and actively participate in LinkedIn groups that are specific to your industry and field. Recruiters are notorious for trolling these groups in search of qualified candidates. Don’t forget to join any alumni groups that exist for your alma mater or previous employers. Click on the following link to learn more about joining LinkedIn groups: <http://bit.ly/1QHSHbJ>.

**"TURN ON" YOUR RESUME FOR RECRUITERS**

LinkedIn gives you the opportunity to privately signal to recruiters you’re open to new job opportunities. Simply "Turn On" your profile by clicking the option at the top of this page, and by filling out the information below: http://bit.ly/2qCjaBc