

SYLVIA SMITH

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Vigilant security officer with over 10 years of experience organizing and overseeing safe and secure spaces within corporate and retail environments. Able to utilize the latest and most advanced security equipment to ensure a high quality of service is maintained throughout Large buildings and spaces. Able to work within a team to meet organizational guidelines and minimize theft, offensive behavior, and vandalism, Committed to actively improving current security measures and thoroughly documenting all incidents.

PROFESSIONAL EXPERIENCE

SENIOR SECURITY OFFICER

Sunshine Shopping Mall, San Francisco, CA | December 2012 - Present

- ◆ Act as the main point of contact in emergency situations
- ◆ Monitor CCTV footage for signs of suspicious behavior
- Monitor and authorize the arrival and departure of vehicles and cargo
- Ensure all paperwork is up-to-date and thorough
- Work as part of a collaborative team

SECURITY OFFICER

The Tradealot Corporation, San Francisco, CA | October 2007- November

- ◆ Respond to incidents in accordance with company protocols
- ◆ Issue security badges and screens visitors
- ◆ Enforce company rules and policies
- ◆ Patrol sites on foot and monitor areas remotely

EDUCATION

BACHELOR OF SCIENCE IN CRIMINOLOGY AND CRIMINAL JUSTICE

Florida State University, The College of Criminology and Criminal
Justice, Tallahassee, FL | September 2003 - June 2006

KEY SKILLS

- Risk assessments
- Lift release training
- Corrections
- Non-violent confrontation techniques
- Conflict resolution
- ◆ Security-conscious
- Work well in a team
- Excellent organizational and observational skills

CERTIFICATIONS

- Licensed Security Guard in the State of California, 2006, last renewed August 2020
- First Aid Certification, The American Heart Association, August 2020
- CPR Certification, The American Heart Association, August 2020