

JAMES LYNCH

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PROFILE SUMMARY

Fueled by passion for developing compelling web products, I always strive to excel in my position. With proficiency in HTML, CSS, and JavaScript, I am continuously improving my skills and knowledge in full-stack website and mobile app development.

Not afraid of challenges, I have worked as a Fire Life Safety Director successfully developing and executing comprehensive fire safety plans for occupants and buildings, ensuring that all systems are up-to-date and fully functional. With a profound understanding of technology and user experience, I am confident in my ability to create dynamic and visually appealing websites and applications.

CORE COMPETENCIES

- **Full Stack Web Development:** Proficiency in HTML, CSS, and JavaScript, with a strong understanding of web development principles, to create dynamic and visually appealing websites.
- **Responsive Web Developing:** Fundamental understanding of responsive web developing using mobile first concept.
- **Continuous Learning:** Willingness to learn and adapt to new technologies and industry changes to remain current and effective in the role of Fire Life Safety Director.
- **Communication:** Strong communication skills to effectively convey fire safety plans and procedures to employees and stakeholders, and to collaborate with local authorities and emergency responders.
- **Fire Safety Planning:** Developing, implementing, and executing comprehensive fire safety plans, conducting fire drills, and ensuring compliance with applicable codes and regulations.
- **Emergency Response Procedures:** Training employees in emergency response procedures, coordinating with local authorities, and conducting post-incident evaluations.
- **Risk Assessment and Mitigation:** Conducting thorough risk assessments and developing mitigation strategies to minimize potential hazards.
- **Leadership and Team Management:** Leading and managing teams to ensure the successful implementation of fire safety programs, training, and drills.
- **Technical Skills:** Proficiency in technical systems such as fire alarm systems, fire suppression systems, and security systems.

TRAINING

GoIT Full Stack Web Developer Course
October 2022 – Current
Skills:
HTML, CSS, Sass, Bootstrap, JavaScript, Git, GitHub

PROFESSIONAL EXPERIENCE

ON GUARD MANAGEMENT 149 W 36TH ST NEW YORK, NY | 8/2016 – PRESENT

FIRE LIFE SAFETY DIRECTOR

- Staff and monitor the lobby fire command station to ensure immediate response to any emergency situation.
- Implement and maintain an approved fire safety program to ensure compliance with relevant codes and regulations.
- Maintain logs as required by FDNY to document all fire safety-related activities.
- Post all floor fire safety team information as required by law to ensure easy access to fire safety information.
- Conduct elevator fire recall function as required to prevent the spread of fire in the building.
- Prepare and update fire safety team charts as directed by management to ensure accurate and up-to-date information.
- Receive, arrange distribution and schedule pickup for all packages from the building mailroom to ensure timely delivery.
- Monitor the building's general email account and respond or forward all incoming emails to the appropriate personnel.
- Log all visitors to the building into an Excel spreadsheet to maintain accurate records of building occupants.
- Conduct monthly inspection of all fire extinguishers to ensure they are in proper working condition.
- Conduct fire drills as required to train building occupants on emergency procedures and ensure the effectiveness of the fire safety program.

- Train building occupants on proper uses of fire extinguisher to ensure they can effectively use them in the event of a fire.
- Periodically test connections to the central station to ensure proper communication in the event of an emergency.

SECURITAS SECURITY 1412 BROADWAY, 17TH FLOOR NEW YORK, NY | 12/2009 - 8/2016
FIRE LIFE SAFETY DIRECTOR

- Staffed and monitored the lobby fire command station to ensure immediate response to any emergency situation.
- Implemented and maintained an approved fire safety program to ensure compliance with relevant codes and regulations.
- Maintained logs as required by FDNY to document all fire safety-related activities and ensure accurate records.
- Posted all floor fire safety team information as required by law to ensure easy access to fire safety information.
- Conducted elevator fire recall function as required to prevent the spread of fire in the building.
- Inspected all fire extinguishers on a monthly basis to ensure they are in proper working condition.
- Conducted fire drills as required to train building occupants on emergency procedures and ensure the effectiveness of the fire safety program.
- Trained building occupants on emergency procedures to ensure they are prepared for any emergency situation.
- Trained on proper uses of fire extinguishers to ensure they can effectively use them in the event of a fire.
- Revised and maintained all assignments of Fire Safety personnel to ensure proper staffing and effective emergency response.
- Periodically tested connections to the central station to ensure proper communication in the event of an emergency.

SECURITAS SECURITY 1412 BROADWAY, 17TH FLOOR NEW YORK, NY | 6/2006 - 12/2009
SCHEDULE MANAGER

- Supervised security officers at numerous client locations to ensure effective security operations.
- Met with clients to discuss security requirements and develop customized security plans.
- Conducted interviews with potential new hires to ensure that qualified candidates were selected.
- Assigned security officers to client sites based on their skills and experience.
- Assigned schedules to security officers to ensure proper coverage and efficient operations.
- Addressed any complaints received from clients and took corrective action as necessary.
- Made recommendations to Branch Manager regarding termination of security officers who were not meeting job requirements.
- Reviewed inspection reports handed in by Field Service Managers to ensure that security officers were following established procedures.
- Approved requests for vacation time off to ensure that there was adequate coverage at client sites.
- Scheduled coverage for called-out and no-show security officers to ensure continuous coverage.
- Maintained records of automobiles at client locations to ensure that they were properly accounted for.
- Arranged for maintenance of company automobiles to ensure that they were in good working condition.
- Reviewed weekly reports with Branch Manager to ensure that security operations were meeting client expectations.
- Inputted weekly payroll to ensure that security officers were paid accurately and on time.
- Requested annual vacation check for security officers to ensure that they received their entitled benefits.
- Verified that security officers attended annual refresher courses to maintain their security license and keep up-to-date with industry standards.

SECURITAS SECURITY 1412 BROADWAY, 17TH FLOOR NEW YORK, NY 7/2003 - 6/2006
SECURITY OFFICER

- Conducted Tour Conformation (ToCo) rounds to ensure the safety and security of clients' facilities.
- Reported all incidents to the client and Securitas Managers to ensure that appropriate action was taken.
- Checked employee badges and verified authorization of all visitors to prevent unauthorized access.
- Responded to emergencies such as medical incidents, fire alarms, and security breaches.
- Monitored CCTV to detect any suspicious activities and respond accordingly.
- Conducted rounds of clients' facilities to identify any security vulnerabilities and take corrective action as necessary.
- Locked and unlocked doors as required by clients' staff to ensure that access was restricted to authorized personnel only.
- Investigated disturbances to identify the cause and take appropriate action to prevent reoccurrence.
- Completed regular reports on activities to keep clients and Securitas Managers informed about security operations.

EDUCATION

- ❖ **Bronx Community College Bronx, NY United States**
- ❖ **Associate's degree**
- ❖ **Credits Earned:** Semester Hours
- ❖ **Major:** Computer Programming