CANDIDATE NAME CURRICULUM VITAE

A vigilant and proactive Security Guard with 6 years of experience providing exceptional crime prevention.

**A:** Auckland, New Zealand│ **M:** xxx xxx xxx │ **E:** xxxxxxx@gmail.com

PROFESSIONAL SUMMARY

I am a reliable, motivated and focused Security Guard that actively monitors surroundings to keep customers, employees, and facilities safe. I excel at remaining calm and composed during in stressful situations and when communicating with difficult individuals. I actively contribute to team success through hard work, attention to detail and excellent communication skills. I am seeking employment with a high-profile security organisation where I can continue to contribute to public safety.

CORE COMPETENCIES

* Strong knowledge of latest technologies in security prevention
* Quickly and accurately assess risk and takes proactive steps to address risk
* A precise and articulate communicator who conveys information accurately and clearly
* Builds strong relationships with customers and colleagues
* Organised with excellent time management, planning and multi-tasking skills
* A collaborative, supportive and enthusiastic team member
* Agile and flexible with a proven ability to adapt quickly to changing situations and make sound decisions
* Professional and well-presented with strong ethics and values and high standards

PROFESSIONAL EXPERIENCE

XXXXX Ltd, February 2017 – Current

Security Guard

*XXXXX is one of Australasia’s leading providers of XXXX services, with a wide and strategically-dispersed presence across Australia and New Zealand.*

**Key Responsibilities:**

* Oversaw premises, including entry and exit of up to 200 employees and visitors daily
* Implemented non-violent incident management techniques to confront visitors who are being disruptive, inappropriate, or acting illegally
* Wrote daily reports on property damage, theft, presence of unauthorised persons and unusual incidents
* Dealt quickly and effectively with emergency situations
* Ensured a positive customer experience by greeting customers and answering questions
* Liaised with emergence services when required to ensure resolution of issues and to maintain security

**Key Achievements:**

* **Built strong relationships with clients:** By using my excellent interpersonal skills, consistently being professional and always going the extra mile, I have built positive relationships with all my customers. This has ensured that I have developed a reputation as a well-respected, reliable and trusted guard.
* **Trained new employees:** Due to my excellent performance record, I was asked to provide on-the-job training to new security guards. This involved…

XXXXX Ltd, January 2015 – February 2017

Security Guard

*XXXXX is a large retailer with stores across New Zealand. I worked at the XXXX store and was the only guard on duty when I was working.*

**Key Responsibilities:**

* Monitored CCTV to identify suspicious persons and apprehended individuals suspected of concealment in a discreet and safe manner
* Tagged goods to deter potential theft
* Liaised with police when required
* Escorted cash to security vans along with security van staff
* Guarded the door and ensured that any suspicious activity was investigated and action taken

**Key Achievements:**

* **Introduced measures that decreased theft**: As a result of my introduction of tagging on goods, thefts decreased by 15% in the XXXX store.

EDUCATION AND QUALIFICATIONS

National Certificate in Security, Level 3 (2014)

First Aid Course (2020)

COMMUNITY INVOLVEMENT

I have been involved in coaching netball teams, as well as working as a Cancer Society Appeal collector and Plunket Appeal collector and taking party in Relay for Life.

INTERESTS AND HOBBIES

I enjoy team sports and have been a member of XXXX netball and rugby clubs. I enjoy meeting new people, keeping fit, travelling, socialising, learning new skills and reading.

*Referee details are available on request.*