

SARAH

AGE: 24 | PSA: EM111111/11



 **Security Bookers**

KEY SKILLS

- Customer Service
- Conflict Resolution
- Computer Literate

ACCREDITATIONS

- First Aid Certificate
- Driving Licence
- ECDL Certificate
- General Health and Safety Certificate

SECURITY BOOKERS

All Security Bookers guards are PSA licenced. All have undergone a rigorous interview process and background check. Feel free to contact us with any questions you have about our guards or our selection process.

support@securitybookers.com
www.securitybookers.com 00353
1 409 5242

PERSONAL SUMMARY

A professional and experienced individual who has all of the all the physical and mental capabilities necessary to properly carry out the duties and responsibilities of a professional Security Guard. Sarah has extensive experience of guarding property, assets and people, and is someone who will always give members of the public helpful assistance, advice, guidance and information.

She has experience of maintaining a high visibility presence to deter illegal and inappropriate actions in a diverse range of locations such as government buildings, hospitals and industrial.

KEY COMPETENCIES

- Friendly and professional demeanor.
- Computer literate, able to use MS Office and also visitor management systems.
- Handling crisis and emergency situations efficiently and effectively.
- Aware of health and safety issues.
- Dealing with people politely but in an authoritative manner.
- Experience of monitoring and controlling security equipment.
- Can deal effectively with various individuals in stressful, highly sensitive situations.
- Good observation skills.
- Answering telephone, taking messages and answer questions.
- Operate detecting devices and CCTV cameras.

CAREER HISTORY

SECURITY OFFICER

2013 – PRESENT

UNIVERSITY CAMPUS

Responsible for the day-to-day protection of company's assets including its equipment and facilities. Also in charge of providing a safe work environment and responding promptly to all situations that may arise.

SECURITY OFFICER

2012 – 2013

INDUSTRIAL SITE

Responsible for the prevention and detection of security issues arising from the observation of security devices and CCTV cameras.

RECEPTIONIST

2010 – 2012

GOVERNMENT BUILDING

Providing greeting and security at main reception. Giving members of the public helpful assistance, advice, guidance and information in respect to certain government services. Providing and monitoring visitor access and entry to buildings.