**[Security Officer Public Safety](https://www.postjobfree.com/resume/ad081g/security-officer-public-baltimore-md)**

**Location:**Baltimore, MD

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**Resume:**

Michael David

Manager

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To obtain the position as a manager that would enable me becoming proficient and productive in the job. Use my training learned in creating a system that helps in services for the clients,by checking the gathered materials, and maintained all files. Follow the Maryland OSHA, CARF regulations under the state and federal guideline required by the employer with confidentiality. Authorized to work in the US for any employer

Work Experience

Security Supervisor

SIS / Security Industries Specialists - Columbia, MD August 2022 to Present

The Supervisor, under the direct supervision of the Manager, ensures SIS standards and policies are met in overall field services, operations and functions in assigned area such as: site inspections, emergency response, camera review, client liaison, and special projects as assigned. All duties must be performed in accordance to client policies and procedures and all state and federal regulations.

• Ensure compliance with general and specific post orders for assigned Specialist positions

• Partner with client location representatives to ensure proper utilization and execution of security programs

• Respond in a timely manner to emergent events, issues, staffing deficiencies, and client requests

• Initiate preliminary investigations and write incident reports on all internal personnel issues

• Maintain up to date and accurate timekeeping systems and records

• Complete proper personnel documentation/paperwork and processing as circumstances dictate Security Officer

Allied Universal - Baltimore, MD

October 2021 to August 2022

Checking all assigned work areas inside, and outside report to various location as given by officer in charged. Patrolling for public safety, lock doors, and responding promptly, escort staff to there vehicle located in the assigned parking garage.

Security Officer

Abacus Staffing - Baltimore, MD

April 2021 to October 2021

Checking all assigned work areas inside, and outside report to various location as given by officer in charged. Patrolling for public safety, lock doors, and responding promptly to appropriate calls giving by the dispatcher.

Division Manager

NCIA - Baltimore, MD

January 2019 to March 2021

Overseeing multiple residential homes of individuals that has some form of disability either mildly or severally, responsibility that staff are following the guidelines of administering medication,ensuring staff are using shift notes, following the behavior plans and data sheets, attend required Individual Planning Meeting for new goals, complete environmental audits to ensure that house chores are being completed, conduct monthly fire drills,when needed provide and direct transportation to and from appointments or outing, complete all necessary reports and daily documentation, ensure safety of residents. Residential Counselor (Part-time)

JEWISH COMMUNITY SERVICES - Baltimore, MD

September 2017 to August 2019

The job working in a residential home with men form of disability either mildly or severally, responsibility administering medication, assist with house chores, conduct monthly fire drills, provide transportation to and from appointments or outing, complete all necessary reports and daily documentation, ensure safety of residents.

Residential Coordinator

North Star Special Services - Baltimore, MD

September 2018 to January 2019

Overseeing multiple residential homes of individuals that has some form of disability either mildly or severally, responsibility that staff are following the guidelines of administering medication,ensuring staff are using shift notes, following the behavior plans and data sheets, attend required Individual Planning Meeting for new goals, complete environmental audits to ensure that house chores are being completed, conduct monthly fire drills,when needed provide and direct transportation to and from appointments or outing, complete all necessary reports and daily documentation, ensure safety of residents. Vocational Workshop Floor Supervisor

Chimes - Baltimore, MD

2010 to September 2018

Working in the vocational setting with adult with disability and physically challenged individuals, training staff on policy, procedures, and providing support services to include; giving medication, planning activities, recording data on behaviors, and providing transportation. Ensure safety of staff, individuals that we provide the service for while they are working on the daily contracts and building there learning skills. As supervisor controlling cost in area that effect the vocational service workshop bottom line, and completing monthly reviews on 40 individuals program book, assisting an OAXACA representative to information that may be required upon a office visit, collaborating with other team member in finding ways to support the person served in achieving the goals set forth. Maintaining complete confidentiality with information that may occurs at work concerning individuals, co-worker, documentation from my supervisor and director.

Residential Counselor (Part-time)

Volunteers of America - Baltimore, MD

May 2014 to June 2017

Residential Counselor

The requirement was working in a residential home with men that had some form of classification of mental illness either mildly or severally, responsibility was monitor medication, assist with house chores, conduct monthly fire drills, provide transportation to and from appointments or outing, complete all necessary reports and daily documentation, ensure safety of residents. Building Security Officer

SPRING GROVE HOSPITAL CENTER - Catonsville, MD

May 2013 to May 2014

The job responsibility where checking all buildings inside, and outside to secure the assigned area while patrolling for safety, while as a representative of the Spring Grove Hospital. Respond promptly, and handle appropriately all calls for service. Preform other duties as assigned by the officer in charged. Security Officer

Power Plant Services - Baltimore, MD

April 2012 to May 2013

Checking all assigned work areas inside, and outside report to various location as given by officer in charged. Patrolling for public safety, lock doors, and responding promptly to appropriate calls giving by the dispatcher.

Assistant Manager

Honey Baked Ham - Severna Park, MD

2008 to 2010

on techniques as learning style(s) that centered to each specific team member's needs. Providing the assistance to the manager with overall control of the profit and loss statement, while ensure that the mission statement of the company achieved customer service, and sales goals. Customer Service/Sales Representative

Energy Fitness - Randallstown, MD

2007 to 2008

Greeted early morning customer, handing the opening of the club, booked appointments, reviewing and finalize contracts for new memberships, and the continue with advancing the goal of the club with the general up keep of the area to ensure that each member received quality services. Barista/Cashier

Starbucks - Baltimore, MD

2006 to 2007

Provided excellent fast friendly service with a warm greeting, ensuring accurate preparation with drinks order by the customer, while provide the assistance to the manager giving strong customer service in meeting the goals of the organization.

Support Specialist

Emerge Inc - Columbia, MD

2002 to 2006

Working in the community with mentally and physically challenged individuals, overseeing multiple units, providing the necessary staff coverage for the individuals assigned to each home, training staff on policy, procedures, and providing support services to include; giving medication, planning activities, recording data on behavior, and providing transportation. Ensure safety of staff, individuals that we provide the service for while they are working on the daily contracts. As supervisor controlling cost in area that effect the vocational service workshop bottom line.

Administrative Assistant

Kennedy Krieger - Baltimore, MD

1999 to 2002

As a front desk administrative assistant greeting patients and their families was a requirement, while continuing to answering multiple incoming calls as a switchboard operator, filing of patents appointments records, making transportation arrangement for family medical appointments, scheduling next appointments, along with helping other departments as required to allow a smoother operation of the work place day-to-day, maintaining complete confidential with information that occurs at work concerns patients, co-worker, documentation from my supervisor and director. Manager

Wendy's Old Fashioned Hamburger - Glen Burnie, MD

1996 to 1999

The reasonability was to I hire, trained, supervised while mentoring a crew schedule of 20-35 crew members, with three assistant managers. My training was a direct approach to problem solving and addressing specific issues to each team member or customer's needs. As manager I over saw the monthly profit and loss statement, as I continue to assigned responsibility to other managers, and crew members. The success of the store was given by using the company policy and procedure to meet the mission of the organization goals. Food ordering, inventory control, cash control, cleaning, and QSC scores, and team work was the major part of the job requirement that increase the daily operation. Education

Associate in General

Catonsville Community College - Owings Mills, MD

May 2017 to May 2020

None

ITT Technical Institute - Owings Mills, MD

2010

Associate in Human Services

Sojourner Douglas College - Baltimore, MD

2007

Associate in Human Services

Baltimore City Community College - Baltimore, MD

1985

High School Diploma

Lake Clifton Senior High School - Baltimore, MD

1983

Skills

• Documentation

• CPR Certified

• Microsoft Excel

• Microsoft Office

• Case Management

• Assistant Manager Experience

• Profit & Loss

• Supervising Experience

• Management

• Multi-line Phone Systems

• Medical Scheduling

• Medication Administration

• Mentoring

• Barista Experience

• Driving

• Caregiving

• HIPAA

• Management Experience

• Typing

• Leadership

• Office Management

• Restaurant experience

• Labor cost analysis

• Customer service

• Dispatching

• Human Resources

• Operations Management

• Purchasing

• Forecasting

• Hospital Experience

• Payroll

• Budgeting

• Medical Records

• Sales

• Administrative experience

Certifications and Licenses

CPR

August 2017 to Present

Good until 2019

First Aid Certification

May 2021 to May 2023

Assessments

Administrative assistant/receptionist — Completed

November 2021

Using basic scheduling and organizational skills in an office setting Full results: Completed

Supervisory skills: Motivating & assessing employees — Completed February 2021

Motivating others to achieve objectives and identifying improvements or corrective actions Full results: Completed

Home health aide skills — Proficient

February 2021

Providing care to patients in a home setting

Full results: Proficient

Security guard skills — Completed

November 2021

Assessing risks, enforcing security standards, and handling complaints Full results: Completed

Customer service — Proficient

October 2020

Identifying and resolving common customer issues

Full results: Proficient

Work style: Reliability — Proficient

November 2021

Tendency to be reliable, dependable, and act with integrity at work Full results: Proficient

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Additional Information

CMT good until 06/16/2019