

YOUR NAME

705 N Killingsworth St. Portland, OR 97217 503-978-5600 youremail.com

Summary of Qualifications

Six years experience in security field for: small and large businesses, stores, schools, shopping plaza and construction sites. Write incident reports. Use security cameras and walk/drive patrol sites to ensure personnel and building safety. Legal interpreter for French and Liberian dialects

Education

AAS, Criminal Justice Administration, Portland Community College (expected) 06/2009

Academic Competencies

- Understand the purpose of detailed investigation for probable cause and the careful adherence to policies for the successful apprehension and prosecution of criminals
- Comprehend the importance of lawful interrogation techniques and the collection of evidence as the basis for legal proceedings
- Recognize criminal thinking, behavior and how to assess individuals under the influence
- Sensitive to cultural differences in relationship to communication styles and cultural norms for interviewing victims and suspects

Security Work Experience

Security Officer, Company Name, Portland, OR 2009-Present
Security Officer, Company Name, Portland, OR 2008-Present
Security Officer, Company Name, Portland, OR 2008-2009
Security Officer, Company Name, Portland, OR 2005-2007
Security Officer, Company Name, Portland, OR 2004-2005

- Assess situations and individuals to determine risk potential for violence and criminal intent due to intoxication/substance abuse
- Use translation skills when appropriate especially meeting the needs of immigrants, establishing cultural comfort to resolve security issues
- Observe patrol areas while walking, driving or checking surveillance cameras
- Experience in peacefully removing homeless and other individuals from protected areas
- Complete written reports on computerized and manual systems documenting accurately the details of the situation to provide evidence for further investigation and prosecution
- Escort individuals who feel unsafe and ensure they arrive at their destination feeling protected
- Comfortable assisting the general public providing directions and help when requested
- Observe large open spaces, and construction sites, patrol and search for physical perimeter breaches, confront questionable individuals due to behavior and suggest places to go for help
- Work with police and first responders for emergency situations including customer/vagrant medical situations
- Use conflict resolution and communication skills to handle confrontational individuals

Additional Work/Community Experience

Volunteer Mentor, Organization Name, Portland, OR 2008-2009

- Assist immigrant/refugees and African Americans in establishing healthy and productive lives, including referrals for services, moral support and motivation

Court Interpreter, Marion County Courts, Salem, OR 2006-2008

- Translate legal written and oral information exactly as stated and without bias in order to preserve integrity of information in legal proceeding