

Brian Student

2330 Mulberry Road, Suburb, MD 20000
(410) 555-0000
Brian.Student@email.com

OBJECTIVE: To plan and develop physical security and security systems procedures and guidelines to ensure the safety and security of programs throughout the federal government.

EMPLOYMENT HISTORY:

Security Supervisor

11/XX — present

Employer: Commercial Development Corporation (CDC)
0000 Charles Street, Baltimore, MD 21201
Salary: \$75,000, 40 hours/week
Supervisor: Mark Bossman, (410) 555-3333, may be contacted.

Lead and supervise a security team of 26 employees across five multi-million dollar commercial and transportation projects. Strategically assess and recommend surveillance technology for critical areas. Establish policies for tracking and reporting missing inventory with CDC Accounting. To date, reduced internal thefts by 50 percent under my team direction. Applied loss prevention techniques and investigate external theft incidents with procured vendors, resulting in legal action and leading to \$1.5 million in cost-savings.

Investigative Security Specialist, GS-11

6/XX — 10/XX

Employer: Federal Emergency Management Agency (FEMA)
500 C Street SW, Washington, DC 20026
Salary: \$25/hour, 40 hours/week
Supervisor: Christopher Hansen (202) 555-1212, may be contacted.
Clearance: Department of Homeland Security, Secret Clearance, August 20XX

Reviewed over 15 requests for background investigations weekly; forwarded them to the proper investigative authority. Served as the trusted liaison to transmit guidance from the Chief, Disaster Security Operations Branch to team members to ensure safety and protection during operational activities. Maintained an organized filing system of over 2.5 million field Security Reports. Developed monthly and annual statistical information, which were used to enhance the 5 FEMA security programs. Tested the operational readiness of the new Security ID Badging and Alarm systems.

EDUCATION:

Rutgers University, New Brunswick, NJ

5/XX

Bachelor of Science, Criminal Justice — Magna cum Laude GPA: 3.89/4.0

TRAINING:

Security Technician

National Security Training Academy, Alexandria, VA

1/XX — 5/XX

CERTIFICATIONS:

Video Surveillance, National Security Board, Washington, DC

6/XX

COMPUTER SKILLS:

PC and Macintosh Operating Systems, Microsoft Office, Outlook, SharePoint, Internet

VOLUNTEER EXPERIENCE:

Criminal Investigator,

6/XX — 4/XX

Volunteers in Police Service Program, New Brunswick, NJ, 15 — 20 hours per week

Supervisor: Margaret Warren (732) 710-5212

Conducted criminal investigations to protect the citizens of the jurisdiction. Investigated individuals suspected of committing criminal activity. Performed crime mapping and analysis.