

Sample Chronological Resume

LYNN GREEN

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OBJECTIVE

Seeking a position as an Armed Security Guard for Pinkerton Services

SUMMARY OF QUALIFICATIONS:

A dedicated and experienced security professional who balances the necessity of protecting people and property with the need to maintain good relationships with customers and the public. Equally capable of working alone or as a member of a team, and comfortable exercising initiative and solving problems.

Qualifications include:

- Top Secret Clearance
- Bilingual (English and Spanish)
- Leadership experience
- Adept at conflict resolution
- Tech Savvy
- Training skills

EXPERIENCE

Security Specialist, U.S. Marine Corps, 20XX-Present

- Supervised security for \$100 million dollars of highly sensitive equipment, inventoried items and corrected discrepancies resulting in zero loss over a 3-year period.
- Implemented new system security plan that led to increased lockdown protection for incarcerated personnel, ensuring safety of 25 staff and 125 inmates.
- Provided leadership of 25 personnel ensuring a 30% decrease in staff turnover and a 10% increase in promotions.
- Managed development of standardized investigative reports, decreasing search times. Awarded "Supervisor of the Year" for efficiency and accuracy of written instructions and documents.
- Supervised a diverse workforce and inmate population by leading and encouraging open communication during monthly process improvement meetings, resulting in a 10% decrease in inmate violence while increasing overall safety of detention facility.

Warehouse Supervisor, Micro Chemical, Inc., Akron, OH, 20XX-20XX

- Supervised a crew of 15 in daily operations, including performing evaluations and providing corrective actions resulting in a company record for productivity.
- Monitored complex cataloging and ordering systems by implementing a fast-track procurement system decreasing supply turnaround time by 20%.

Security Guard, Mayfield Mall, Akron, OH, 20XX-20XX

- Coordinated work assignments for a four-member security team, recognized employee strengths while cross-training where needed, boosting morale and encouraging an innovative and safe working environment.

EDUCATION AND TRAINING

- Security Specialist Training, US Marine Corps, 120 hours
- Associate of Science in Safety and Security Administration, University of Akron, Akron, OH, 42 Semester Hours Completed

