

Sample Functional Resume

LYNN GREEN

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OBJECTIVE

Seeking a position as an Armed Security Guard for Pinkerton Services

PROFESSIONAL SUMMARY:

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

RELEVANT WORK EXPERIENCE

Security

- Supervised security for \$100 million dollars of highly sensitive equipment, inventoried items and corrected discrepancies resulting in zero loss in 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.

Investigation

- Investigated security violations and wrote detailed incident reports, leading to Mayfield Mall's reputation as the "Safest Shopping Facility in the Midwest."
- Managed development of standardized investigative reports, decreasing search times. Awarded Supervisor of the Year for efficiency and accuracy of written instructions and documents.

Communication

- Managed 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.

Supervision

- Provided leadership, training and supervision of 25 personnel ensuring in a 30% decrease in staff turnover and a 10% increase in promotions.
- Mentored current and incoming employees, decreasing staff turnover by 30% and increased staff promotions by 10%.

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