

Example: Security Guard Resume

Rita Singh

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Summary

An Ontario Security Guard License holder with experience in customer service and in closely adhering to health and safety protocols. Demonstrated ability to problem-solve and manage conflict when dealing with customers. and Eager to make practical application of my security training and use my strong communication skills as a Healthcare Screener/Security Guard.

Highlights

- Valid Security Licence and CPR Certificate
- Strong communication skills: written and verbal
- Working knowledge of health and safety programs and operating practices
- Team player with excellent interpersonal skills
- In-depth knowledge of provincial regulations, de-escalation strategies, and crowd control
- Tactful and empathetic

Work Experience

Retail Associate – Canadian Tire Feb. 2020 – present

- Demonstrating my client service orientation by making customers feel welcome and greeting them as they enter the store.
- Effectively communicating with customers while demonstrating the correct way to use products and accessories, patiently answering questions and addressing concerns
- Paying careful attention to detail to ensure accuracy while processing transactions
- Developed the conflict resolution and active listening skills in order to resolve customer complaints and problems with empathy and professionalism.
- Meeting inspection criteria by maintaining a clean work area and adhering to safety protocols

Laboratory Assistant - Dunrea Laboratories Jan. 2018 – Jan. 2020

- Wore protective apparel and followed sanitation protocols as a lab assistant in a bustling regional laboratory
- Demonstrated teamwork skills by supporting warehouse staff in doing inventory management
- Gained knowledge of WHMIS and workplace health and safety practices

Courses and Licensing

- Ontario Security Guard (ID: 1234567) Feb. 2021
- Basic First Aid & CPR Feb. 2021
- Basic Workplace Safety Orientation: OSHA.com Jan. 2020

Education

- Etobicoke High School, Ontario 2010 – 2014