

My Federal Resume

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SAMPLE

Security Resume

A Federal “Style” Resume

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Michael Williams
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616-475-1883
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SSN: 123-45-6789
Citizenship: U.S.
Federal Status: Current TSA Baggage Screener 0019 Pay Band D
Veteran's Preference: 10-Points

PROFESSIONAL SUMMARY

Accomplished Security Professional with record of achievements and progressive responsibilities. Previous experience with US Customs, US Marshalls Office and US Marine Corps. Expertise includes physical security programs, security of large buildings with visitors and tenants, arrests, and testimony in Federal courts. Outstanding problem solving and analysis skills. Strong customer relationship management, identifying needs, negotiating solutions, and effectively relaying information. Current Level 5 Security Clearance. Computer skills. Expert Marksman.

TECHNICAL SKILLS

Investigative Techniques Information/Intelligence Gathering & Analysis Preparation & Execution of Warrants Canine Units Night Vision Technology Infrared Systems Aerial Photography X-Ray Equipment Radiation Detection Systems Operation of Closed Circuit Television CTX 5500-DS Explosives Detection System Barringer Ion Scan 400 Electronic Trace Detector Hand Held Metal Detectors Fire Safety Policies Disaster Planning Detention Systems Report Writing Interviewing Techniques Motion Sensors Card Access Systems Panic Button Alarms

EDUCATION

Masters of Justice Administration, Law Enforcement, 2006
Norwich University, Northfield, VT 05663

Bachelors of Science, Dual Major: Private Security & Law Enforcement, 1997
Grand Valley State University, Allendale MI 49426

Associate of Arts, Law Enforcement, Police Academy, 1994
Grand Rapids Community College, Grand Rapids, MI 49503

South Side High School, Grand Rapids, MI 49548, 1992

WORK HISTORY

Department of Homeland Security 10/2003 – Present
Transportation Security Administration Hours: 30/week
377 44th Street, SE, Grand Rapids, MI 49512 Salary: \$12.88/hr
Supervisor: David Goody 312-475-8787 May be contacted

Baggage Screener, 0019/Grade D

Perform full range of security and screening activities that protect the traveling public.

Prevent deadly and/or dangerous objects and substances from being transported onto aircraft. Implement and carry out security and screening procedures to meet all TSA objectives. Use advanced screening devices, including CTX 5500-DS Explosive Detection System, Barringer Ion Scan 400 Electronic Trace Detector, Hand Held Metal Detector, and pat down techniques effectively screening baggage and passengers. Participate in information briefings to ensure current, up-to-date information. Resolve conflicts and misunderstandings between employees and customers.

Key Accomplishments:

- Lead team in detecting and detaining persons of interest that resulted in two eliminated incidents of security threats.
- Suggested and implemented improved security procedures that significantly reduced passenger wait times.

Securitas
212 E. Michigan Avenue, Kalamazoo, MI 49007
Supervisor: Sarah Gil 269-329-8753

2/2003 – 10/2003
Hours: 40/week
Salary: \$10/hr

Security Officer

Provided safe and secure interior and exterior building security.

Patrolled interior and exterior of buildings to prevent disturbances, vandalism, and security breaches. Provided training and information sessions to all staff members. Responded timely to complaints, requests for assistance and disturbances.

Key Accomplishments:

- Designed and implemented form for tracking and logging visitors that increase security efficiencies.

U.S. Customs
852 Michigan Avenue, Detroit, MI 48226
Supervisor: ASAIC David Edwards 313-555-8765

2/2002 – 2/2003
Hours: 50+/week
Salary: \$36,000/yr

Special Agent, GS-1811/05 Step 2

Assigned to border office, inspecting people and cargo entering United States by land, sea and air.

Examined invoices, cargo manifests, and import declarations ensuring compliance with all US and Customs laws.

Member of Drug Interdiction Team, conducted covert surveillances, investigated leads, and made arrests.

Initiated, planned and conducted comprehensive investigations of both civil and criminal activities and incidents. Performed complete investigations involving felonies. Specialized in conducting complex drug and money laundering investigations. Gathered and developed facts and evidence, ensuring proper chain-of-custody for evidence and extensive gathering of facts using full range of investigative techniques.

Trained in the proper use of night vision technology, infrared systems, aerial photography, drive through x-ray equipment, radiation detection systems, and canine units. Gathered intelligence and information for variety of sources. Analyzed, evaluated and made connections between various pieces of evidence, intelligence reports and available facts. Prepared and assisted in preparation of affidavits for warrants.

Executed warrants and arrested suspects and violators. Wrote numerous Reports of Investigation (ROI) for proper documentation and follow up. Successfully completed 18-week Federal Law Enforcement Training. Prepared and testified in Federal court as arresting officer.

Key Accomplishments:

- * Collaborated as team member to identify and resolve reoccurring security issues.

U.S. Marshalls Service
555 Michigan Avenue NW, Grand Rapids, MI 49503
Supervisor: Paul Jones 616-134-3988

8/2001 – 2/2002
Hours: 40/week
Salary: \$29,000/yr

Detention Enforcement Supervisor, GS-1802/05

Coordinated with Federal, State and local holding facilities court appearances of prisoners and detainees ensuring smooth and efficient court operations.

Performed security of cellblock and transported prisoners. Conducted searches of prisoners and detainees before transportation to Federal or State detention facilities. Used handcuffs and leg irons to restrain prisoners and safely transport to destinations. Interviewed prisoners and detainees obtaining personal histories and obtained fingerprints. Established safe detention facility, maintaining order in cellblock. Prepared and delivered testimony in Federal courts.

Saint Elizabeth's Hospital
809 Jefferson, Grand Rapids, MI 49503
Supervisor: Mark Smith 616-555-1786

8/1985 – 10/2000
Hours: 40/week
Salary: \$9.83/hr

Security Charge Officer

Provided for the safety and security of a health care facility in inner city location.

Coordinated mass casualty events, fire drills, staff parking issues and all other security duties during daily operations. Developed and maintained vehicle patrol logs to document safety measures. Assisted in development and implementation of disaster plans. Properly placed and operated closed circuit television systems and time lapse recording devices.

Trained in card access systems and alarm systems. Routinely tested security systems at hospital, including motion sensors, card access system, panic button alarms and fire detection systems. Identified technical problems in electronic security systems. Advised management on matters related to physical security program. Conducted inspections of work site for fulfillment of security systems. Developed and wrote reports on security breaches and incidents.

Key Accomplishments:

* Researched and developed fire safety polices and procedures.

U. S. Marine Corp
Infantry
Honorable Discharge

1/2000 – 7/2000

PROFESSIONAL DEVELOPMENT

Criminal Investigation Training Program, U. S. Customs, 18 Weeks, 2002

Customs Basic Enforcement School, U. S. Customs, 2002

Advanced Handgun Training, U.S. Customs, 80 Hours, 2002

Tactical Shotgun Training, U.S. Customs, 10 Hours, 2002

Advanced Driving Techniques, U.S. Customs, 40 Hours, 2002

Defensive Tactics, U.S. Customs, 80 Hours, 2002

Interviewing Techniques, U.S. Customs, 80 Hours, 2002

Prevention of Sexual Harassment, U.S. Customs, 20 Hours, 2002

Report Writing, 100 Hours, 2000

Civil Liability, 180 Hours

Wayland State Police, 200 Hours

Lowell City Police, 200 Hours

Allegan County Sheriff Department, 200 Hours

CERTIFICATIONS

Handgun Qualified Expert, U.S. Customs

CTX 5500-DS Explosive Detection System

Barringer Ion Scan 400 Electronic Trace Detectors

Hand Held Metal Detector

Pat Down Techniques

Chauffeur License

Level 5 Security Clearance

Michigan Commission on Law Enforcement Standards (MCOLES) Certified 1994