

Mark Andrews

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OBJECTIVE: Seeking a position as an Armed Security Guard for Pinkerton Services

HIGHLIGHTS OF QUALIFICATIONS

- Government Secret security clearance
- Bilingual – fluent in both English and Spanish
- Superior performance award for past four years in Security Management
- Able to make difficult decisions in stressful situations

EXPERIENCE

- 19XX -20XX **Security Specialist** U.S. Marine Corps
- Supervision of \$100 million of highly sensitive equipment
 - Monitored restricted personnel in a correctional facility to ensure they remain in detention
 - Experienced in handling confidential material
 - Trained in diffusing hostile situations
 - Certified in the use of tear gas, C-4, and TNT
 - Qualified sharp shooter in small arms and assault weapons
 - Proofreading and checking contents of investigative reports
 - Proven ability to communicate effectively in diverse environments
 - Instruction, supervision and evaluation of 25 personnel
- 19XX-20XX **Warehouse Supervisor** Micro Chemical, Inc., Denver, CO
- Proficient at using Windows 3.x
 - Supervised a crew of 15 in daily operations, including evaluation and discipline
 - Monitored complex cataloging and ordering systems
 - Helped develop and implement an effective security system
- 19XX-20XX **Security Guard** Mayfield Malls, Denver, CO
- Coordinated work assignments, evaluated performance and disciplined a four-member security team
 - Investigated security and safety violations and wrote detailed incident reports
 - Helped diffuse conflicts in a public environment with regard to everyone's safety

EDUCATION

- U.S. Marine Corps Specialized Training: Explosives, Firearms, Leadership, Diversity, Communication
- Metro State College 42 Semester Units in Administration of Justice Denver, CO