

# OLIVIA CAMPOS

## Security Officer

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📍 San Diego, CA

🌐 linkedin.com/in/olivia-campos

## EDUCATION

High school diploma

**Del Norte High**

📅 2006 - 2010

📍 San Diego, CA

## SKILLS

Multi-tasking

Strong Work Ethic

Verbal Communication

Safety

Surveillance Cameras

Organized

## CAREER OBJECTIVE

Observant and dependable security officer with over a decade of exercising discernment and quick judgment in monitoring, serving, and protecting the premises of various businesses and their assets. Prepared and motivated to oversee a competent team of officers and guards committed to professional security from daily patrols to crises.

## WORK EXPERIENCE

### Security Officer

#### Graham Windham

📅 2017 - current 📍 San Diego, CA

- Supervise a team of 6 security guards and manage all security operations, including cameras, equipment, and entry points.
- Coordinate with law enforcement for 4 large events each year within the organization, including galas and seasonal festivals.
- Rotate through grounds 3-4 times per day, maintaining open lines of communication with guards.
- Inspect and sign for 6 guards' security logs, calling maintenance, ordering new parts or equipment, and troubleshooting security cameras.

### Security Officer

#### Securitas Security

📅 2012 - 2017 📍 San Diego, CA

- Patrolled the perimeter of 2 properties each shift to ensure gates were locked, security cameras functioned, and no unauthorized persons loitered around the property.
- Compiled daily notes for supervisor, reporting needed equipment repairs and unusual occurrences.
- Exercised astute judgment, calling police for 7 emergencies, all resolved without detriment to the businesses or their assets.
- Warned trespassers of violations, explained regulations, and escorted unauthorized persons from properties as needed.

### Security Guard

#### PBS

📅 2010 - 2012 📍 San Diego, CA

- Monitored the entrance of 150+ visitors per shift, greeting, directing, and reporting unusual activity.
- Communicated with a team of 5 guards posted throughout the facility and alerted the security officer of potential threats or incidents.
- Observed security footage of 4 entry points throughout each shift.
- Locked 4 entry points at the end of each shift after ensuring all employees and visitors had vacated.