

SAM SMITH

123 Any Street ▪ Any Town, USA 12345

Mobile Telephone: 123.456.7890 ▪ Home Telephone: 123.456.7890 ▪ Email: samsmith@hotmail.com

PROTECTIVE SERVICES SPECIALIST WITH ACTIVE DUTY EXPERIENCE

Convoy & Personnel Security/Vehicle & Weapon Operation/Nuclear, Biological & Chemical Defense

PROFESSIONAL PROFILE

A detailed and solutions-oriented Protective Services Specialist/Security Professional with advanced training, extensive experience, and a demonstrated track record of success working with diverse populations in a variety of leadership capacities and environments within the military and civilian sector. Effective communicator and decisive leader with inherent ability to establish rapport and develop trust quickly, manage all types of personalities, diffuse stressful situations, proactively resolve issues, and react appropriately in crisis situations. A team player consistently recognized for capacity to exercise courtesy, firmness, and fairness, build and maintain solid relationships with co-workers, and interact effectively with all levels of support staff and management including local, state, and federal agencies. Strong interpersonal, organizational, analytical, and problem-solving skills.

CORE COMPETENCIES

- *Personnel Protective Services*
- *Checkpoint Operations*
- *Emergency Preparedness*
- *Counter/Anti-Terrorism*
- *Vehicle/Weapon Operation*
- *Security/Detention Operations*
- *Detainee/Prisoner Protocols*
- *Staff Supervision & Training*
- *Safety Systems/Inspections*
- *Risk Assessment/Mitigation*
- *Combat Instruction/Development*
- *Proactive Intelligence Gathering*
- *Disaster Management/Response*
- *Information Security/Protection*
- *Machinery/Equipment Operation*

MILITARY SERVICE/HONORS

(E-4) Corporal, ABC Airborne - United States Army; Honorably Discharged

- Army Good Conduct Medal ▪ Army Lapel Button ▪ Kuwait Liberation Medal ▪ National Defense Service Medal
- Overseas Service Ribbon ▪ South West Asia Service Medal with Two Bronze Service Stars

DESIGNATIONS

- Commercial Drivers License (CDL) ▪ Fork Lift Driver's License ▪ Military Driver's License

SPECIALIZED TRAINING/PROFESSIONAL DEVELOPMENT

- Field Training Officer Course ▪ Basic Firefighting ▪ Basic Training ▪ Combat Life Saving ▪ CPR ▪ Drivers Safety Training
- Experienced Driver II Course ▪ First Aid ▪ Forklift Training ▪ Harassment Training Course ▪ Hazardous Material Training
- Nuclear, Biological and Chemical Defense ▪ Small Engine Repair ▪ Weapons Proficiency Training and Qualifications

WEAPONS QUALIFICATIONS

- M - 2 50 cal. ▪ M - 4 ▪ M - 9 ▪ M - 16 ▪ M - 60 ▪ M - 204 ▪ M - 249 Shotgun

PROFESSIONAL EXPERIENCE

ABC Company

Any Town, USA

Sept. 2005 - May 2010

Force Protection Officer

A provider of combat services support through a wide-range of assignments including tactical equipment maintenance, information systems support, force-on-force and live-fire exercise and training program facilitation, and environmental services and uniform security.

- Conducted protective convoy security, counter Improvised Explosive Device (IED) details, and advance party missions as well as static defensive security and checkpoint operations; maintained the authority to apprehend, detain, and search.
- Performed pre-mission preparation and rehearsals; ensured the functionality and mission readiness of all weapons and equipment.
- Posted orders and procedures, safeguarded classified materials, completed forms, wrote reports, and utilized The Defense Biometric Identification System to verify badges.
- Well versed/trained/underwent physical agility testing, weapons proficiency training/qualifying, nuclear biological and chemical defense, basic fire fighting, and elementary first aid and CPR.

Selected Accomplishments:

- Consistently achieved results that exceeded key performance objectives.
- Proven track record in outstanding communication, ethics, compliance, leadership, and personal performance.
- Uncommon ability to make decisions and take prompt and effective action in emergency/crisis situations.

PROFESSIONAL EXPERIENCE (CONTINUED)***Lead Armor (Nov. 2006 - Apr. 2007)***

- Operated a variety of government vehicles, machinery, and heavy equipment; maintained strict accountability of all sensitive items including weapons, ammunition, and tactical equipment.
- Ensured weapon cleanliness and proper maintenance and operation.

Field Training Officer (Sept. 2005 - Apr. 2007)

- Facilitated training to new officers in all areas of their job including post orders, radio procedures, weapon proficiency, and the badging system.

ABC Company**Any Town, USA****Jan. 2000 - Mar. 2005*****Communications Installer, ABC Company, Any Town, USA (Aug. 2004 - Mar. 2005)***

- Installed satellite systems and related equipment; performed troubleshooting, corrections, and repairs.
- Meticulously completed daily paperwork.

Lead Communications/Electronics Mechanic, ABC Company, Any Town, USA (Nov. 2002 - Sept. 2003)

- Supervised a team of ten (10); scheduled installations per deadlines and verified completion of all work orders.
- Completed related paperwork and provided documentation for all equipment and installations.
- Performed inventory and quality control checks according to the 10/20 standards.
- Ordered supplies and equipment; maintained inventory accountability.
- Verified departmental payroll.
- Took in all APS-5 equipment for future issue to the incoming soldiers deploying to Iraq.

Material Coordinator Tech-2 - ABC Company, Any Town, USA (Jan. 2000 - Mar. 2002)

- Installed various Singar Radio Systems, Eplars, Fumex, and FBCB2 per specifications.
- Issued and controlled turn-in of all old and new equipment.
- Verified installations per POL plans and vehicle specifications.
- Tested turn inn's of all equipment to meet 10/20 standards for issue to reserve and National Guard units.
- Checked property books for changes and ensured accountability of equipment.

References Furnished Upon Request