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| John Doe | | |
| Summary  Motivated and responsible entry-level security guard with a strong commitment to maintaining safety and security. Eager to leverage skills in monitoring and surveillance to contribute to a secure environment.  Work Experience  **Security Guard Jan 2022 – Present**  ABC Security Services Springfield, IL   * Monitored premises and conducted regular patrols to ensure safety and prevent theft. * Wrote detailed incident reports and communicated effectively with law enforcement when necessary.   **Security Intern Jun 2021 – Dec 2021**  XYZ Mall Springfield, IL   * Assisted senior security staff in monitoring mall activities and responding to incidents. * Provided excellent customer service to visitors, ensuring a pleasant shopping experience.   Education High School Diploma Jan 2021 *Springfield High School**Springfield, IL*  certifications   * CPR and First Aid – American Red Cross – 2022 | Contact  (123) 456-7890  john.doe@example.com  Springfield, IL 62701  Skills  Surveillance Monitoring  Report Writing  Conflict Resolution  Customer Service  Emergency Response  Patrol Procedures  First Aid Certified  Attention to Detail  Communication Skills |