

Kingston Nguyen

Campus Safety Officer

☎ (408) 555-3176 ✉ kingston.nguyen@example.com

🌐 linkedin.com/example/kingstonnguyen 📍 San Jose, CA 95112

STRENGTHS

- 🧘 **Calm conflict mediation**
During tense student disputes, separated participants, gathered facts, and restored order without escalating emotion.
- ♥ **Visible campus coverage**
Regular patrols across halls, access points, and outdoor spaces helped students return safely and staff stay informed.
- 🚒 **Clear emergency response**
Radio updates, secured routes, and responder guidance kept medical and safety calls organized under pressure.
- 🙋 **Respectful student guidance**
Consistent expectations and patient redirection helped adolescents regain focus while preserving dignity during difficult moments.
- 📌 **Accurate documentation**
Digital incident notes captured useful facts for administrators, families, and follow up decisions after challenging events.

SKILLS

Campus Safety

Adolescent Supervision

Conflict Mediation De escalation

Attendance Support

Incident Reporting

Student Records

Visitor Management

Two Way Radio

Emergency Response

Minor First Aid Child Guidance

Safety Regulations

SUMMARY

Campus safety professional with five years supporting middle school, high school, and adolescent learning environments through **student supervision**, **conflict mediation**, incident response, attendance support, and coordinated safety operations. Daily work has included patrols across entrances, hallways, common areas, dismissal zones, outdoor spaces, and event settings. Experience includes applying **school rules** within defined authority, de escalating disputes, verifying passes, managing visitors, documenting incidents, using student information systems, and communicating by **two way radio**. Calm judgment supports safe decisions during medical calls, unauthorized visitor concerns, physical confrontations, and changing campus conditions. Strong working relationships with students, families, teachers, administrators, emergency responders, and law enforcement support respectful outcomes. Comfortable with extended walking and standing, outdoor assignments, keyboard use, and on call coverage during the traditional school year.

EXPERIENCE

Campus Safety Specialist

Silver Oak Secondary Academy 📅 August 2023 - Present 📍 San Jose, CA

Support safety operations for a secondary campus serving approximately 1,100 students. Maintain visible coverage, coordinate radio communication, document incidents, and guide timely responses for administrators, families, visitors, and emergency personnel.

- Patrolled entrances, halls, lunch areas, dismissal zones, and outdoor spaces, supporting orderly student movement.
- De escalated student disputes through calm intervention, separation, fact gathering, and administrative referral.
- Verified schedules, **attendance** details, and approved passes through a student information system.
- Coordinated radio updates during medical calls, visitor concerns, searches, and campus movement issues.
- Secured access routes, guided responders, and provided **minor first aid** during emergency incidents.
- Built family trust through consistent expectations, respectful communication, and timely behavior referrals.

Student Safety Monitor

Evergreen Youth Learning Center 📅 June 2021 - July 2023 📍 Santa Clara, CA

Provided daily safety coverage for adolescent academic and enrichment programs. Applied conduct procedures, managed visitor access, recorded incidents, inspected activity areas, and supported staff during elevated student behavior.

- Supervised classrooms, corridors, recreation areas, arrivals, departures, and **special events** for **adolescents**.
- Applied **child guidance** and **de escalation** methods, redirecting disruptive behavior before situations intensified.
- Checked visitor authorization and escalated unidentified individuals according to established access procedures.
- Recorded injuries, **attendance** concerns, incidents, and observations in digital logs for parent communication.
- Supported trained staff during physical confrontations, requesting assistance when risk exceeded assigned authority.
- Inspected activity spaces for hazards, damaged equipment, unsecured access points, and unsafe conditions.

Youth Program Safety Aide

Bay Area Youth Services 📅 September 2020 - May 2021 📍 Milpitas, CA

Law Enforcement

Event Monitoring

LANGUAGES

English Native

Vietnamese Proficient

MY CAREER



● Campus Safety Specialist at Silver Oak Secondary Academy (3.1 Years)

● Student Safety Monitor at Evergreen Youth Learning Center (2.1 Years)

● Youth Program Safety Aide at Bay Area Youth Services (8 Months)

Supported supervised adolescent programs across classrooms, recreation areas, transitions, and dismissal. Used radios and basic computer tools for attendance checks, location updates, documentation, and safe group movement.

- Supervised adolescents during after school programs, transitions, recreation, and dismissal activities.
- Reinforced expectations through clear directions, respectful redirection, and consistent follow through.
- Practiced structured conflict resolution under supervisor guidance and referred higher risk disputes.
- Supported **minor first aid** events by retrieving supplies and maintaining responder access.
- Used radios and computer tools for **attendance** checks, location updates, and routine documentation.
- Prepared rooms and outdoor spaces by checking access, equipment, and environmental conditions.

PROJECTS

Campus Event Safety Coverage 📅 2025

Supported special event coverage through access checks, student observation, radio updates, hazard reporting, and coordinated response support across indoor and outdoor areas.

Student Mediation Support 📅 2024

Applied calm communication and structured conflict resolution during adolescent disputes, helping staff gather facts, restore order, and connect students with appropriate support.

LEADERSHIP & AWARDS

- Recognized for dependable campus coverage during changing student movement and event conditions.
- Commended for calm communication during student conflicts, medical calls, and visitor concerns.
- Selected for trusted radio coordination with administrators, staff, and emergency responders.

EDUCATION

High School Diploma

Milpitas High School 🎓 GPA: 3.0 📅 2020 📍 Milpitas, CA

Coursework: *Child guidance, health and safety, communication, computer operations*

CERTIFICATIONS

- Adult and Pediatric First Aid 📅 2026
- CPR and AED 📅 2026

TECHNICAL SKILLS

- **Campus Safety:** Patrols, access control, hazard reporting
- **Student Supervision:** Attendance checks, pass verification, student escort
- **Conflict Resolution:** Mediation, de escalation, behavioral redirection
- **Incident Documentation:** Incident reports, digital logs, fact gathering
- **Student Information Systems:** Schedule checks, attendance records, student records
- **Radio Communication:** Two way radios, dispatch updates, response coordination
- **Emergency Response:** Medical calls, responder guidance, access routes
- **First Aid:** Adult first aid, pediatric first aid, CPR and AED
- **Visitor Management:** Visitor authorization, guest direction, access procedures
- **Safety Regulations:** Health requirements, school rules, State rules
- **Event Monitoring:** Special events, after school activities, detention periods
- **Office Technology:** Computer operations, keyboard use, routine documentation

PROFESSIONAL AFFILIATIONS

- Youth safety and student support professional network participant.

- Community first aid and emergency response training participant.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST