

Nikhil Lane

Security Analyst

📞 (804) 555-4186 ✉️ nikhil.lane@example.com

🌐 linkedin.com/example/nikhillane 📍 Richmond, VA 23220

STRENGTHS

- ♥️ **Situational reporting**
Turns scattered public safety, weather, and facility information into briefings leaders can act on. Quiet clarity mattered during busy shifts.
- 📌 **Security monitoring**
Spots unusual access, alarm, and camera activity without losing focus. Colleagues often relied on careful review before escalation.
- ✍️ **Incident documentation**
Creates clear logs and reports that help supervisors trace events, decisions, and follow up actions later.
- ⚙️ **Preparedness support**
Contributes practical guidance during drills and reviews. Small observations often became useful changes in response procedures.
- 👥 **Partner coordination**
Keeps security, facilities, technical, and public safety contacts aligned during incidents. A calm update can settle a busy response.

SKILLS

Access Control Video Surveillance
Alarm Monitoring
Intelligence Analysis
Open Source Intelligence
Incident Reporting Security Audits
Emergency Preparedness Oracle
Microsoft Office Mapping Tools
Dashboards After Action Reviews
System Troubleshooting
Facility Protection

SUMMARY

Security Analyst with six years of experience supporting security operations, intelligence analysis, facility protection, and emergency preparedness across multiple sites. Monitors **electronic access control**, video surveillance, alarms, alerts, and live camera feeds while documenting suspicious activity and unauthorized access. Collects information from **public safety channels**, news, social media, weather alerts, mapping tools, and infrastructure reports, then turns findings into concise briefings for decision makers. Conducts facility audits, system checks, incident reporting, exercises, and **after action reviews**. Works closely with security officers, law enforcement, emergency management personnel, facilities teams, and technical support. Brings calm judgment, accurate documentation, and practical knowledge of Oracle, Microsoft Office, dashboards, and **intelligence analysis software** to public safety operations.

EXPERIENCE

Senior Security Intelligence Analyst

Commonwealth Protective Operations 📅 July 2024 - Present 📍 Richmond, VA

Directs daily security intelligence operations for government and administrative facilities, combining access control events, alarms, surveillance, public source information, audits, and preparedness guidance. Coordinates analysts, facilities staff, technical support, and public safety contacts while improving reporting quality and response readiness.

- Directed daily monitoring across access control events, alarms, cameras, and public source intelligence.
- Evaluated suspicious access attempts and unusual facility patterns for documented escalation decisions.
- Produced **intelligence briefings** from news, social media, **weather alerts**, maps, and dashboards.
- Conducted facility audits covering access points, camera coverage, emergency procedures, and records.
- Coordinated camera, alarm, and access control **troubleshooting** with facilities and **technical support**.
- Facilitated **exercises** and **after action reviews**, improving monitoring procedures and preparedness guidance.

Security Operations Analyst

Capital Region Security Services 📅 January 2022 - June 2024 📍 Fredericksburg, VA

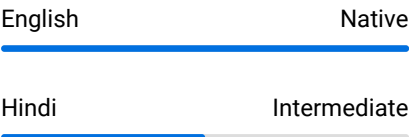
Supported multi site **security operations** through camera monitoring, electronic access control, alarm review, intelligence reporting, facility impact assessment, system checks, and exercise support. Connected private security, law enforcement, emergency management, facilities, and maintenance teams through clear operational documentation.

- Monitored camera networks, access control, alarms, and notifications across multiple office locations.
- Built situational reports from intelligence software, mapping resources, and **public safety channels**.
- Assessed weather, **natural hazards**, and infrastructure disruptions for potential facility impacts.
- Coordinated incident information with officers, **law enforcement**, **emergency management**, and facility representatives.
- Performed **system checks**, isolated device issues, and documented findings for maintenance teams.
- Supported drills and tabletop exercises through decision tracking and after action documentation.

Security Specialist

Piedmont Risk & Safety Group 📅 October 2020 - December 2021 📍 Charlottesville, VA

LANGUAGES



MY CAREER



- Senior Security Intelligence Analyst at Commonwealth Protective Operations (2.2 Years)
- Security Operations Analyst at Capital Region Security Services (2.4 Years)
- Security Specialist at Piedmont Risk & Safety Group (1.2 Years)
- Security Monitoring Coordinator at Sentinel Community Security (11 Months)

Maintained facility security awareness through camera observation, alarm review, access control administration, **incident reporting**, safety audits, public safety monitoring, and emergency procedure training. Prepared reliable records that supported supervisory review, corrective action, and compliance with established requirements.

- Maintained security awareness through camera observation, alarm review, and access administration.
- Investigated access exceptions by reviewing system records and surveillance information for supervisors.
- Prepared incident reports and shift summaries using **Microsoft Office** and **Oracle** workflows.
- Conducted facility walkthroughs and documented corrective actions for safety and security controls.
- Tracked public safety and severe weather information for timely operational updates.
- Completed training covering emergency **procedures**, information handling, system operations, and compliance.

Security Monitoring Coordinator

Sentinel Community Security 📅 October 2019 - September 2020 📍 Norfolk, VA

Monitored cameras, alarms, and controlled entry systems in a supervised operations environment serving several facilities. Maintained event logs, drafted incident narratives, checked monitoring equipment, organized briefing information, and supported **emergency preparedness** drills and safety briefings.

- Monitored cameras, alarms, and controlled entry systems across several facilities.
- Maintained event logs and drafted incident narratives for investigation and trend review.
- Organized facility information with **Microsoft Office**, maps, and **dashboards** for briefings.
- Escalated suspicious activity and unauthorized access indicators through documented procedures.
- Checked monitoring equipment and documented faults for technical personnel.
- Supported drills covering notification, evacuation, accountability, and incident communication.

PROJECTS

Regional Facility Preparedness Program 📅 2024

Supported a coordinated preparedness program across administrative facilities. Reviewed monitoring procedures, mapped response information, and captured exercise observations for practical improvements in security reporting and emergency readiness.

Public Safety Intelligence Briefing Workflow 📅 2023

Built a repeatable briefing workflow that brought together news, weather alerts, mapping resources, infrastructure notices, and public safety channels for clearer facility impact updates.

LEADERSHIP & AWARDS

- Recognized by supervisors for dependable situational reporting during multi site security operations.
- Selected to support exercise observations and after action reviews for preparedness improvements.
- Trusted by peers as a steady resource for access control, alarm review, and incident documentation.

EDUCATION

Associate of Applied Science in Emergency Management

Tidewater Community College 🎓 GPA: 4.0 📅 2019 📍 Virginia Beach, VA

Coursework: *Emergency Planning, Hazard Analysis, Public Safety Communications, Incident Response*

CERTIFICATIONS

- FEMA Professional Development Series 📅 2021
- FEMA IS 100, IS 200, IS 700, and IS 800 📅 2020

TECHNICAL SKILLS

- **Access Control Systems:** Electronic access control, controlled entry systems, access event review
- **Video Surveillance:** Security cameras, live camera feeds, surveillance review
- **Alarm Monitoring:** Alarm systems, alerts, automated notifications
- **Intelligence Analysis:** Open source intelligence, threat assessment, intelligence briefings
- **Incident Reporting:** Incident logs, security reports, shift summaries
- **Emergency Management:** Emergency preparedness, evacuation planning, tabletop exercises
- **Facility Audits:** Security assessments, safety audits, corrective action tracking
- **Microsoft Applications:** Microsoft Office, Word, Excel
- **Oracle Systems:** Oracle workflows, Oracle records, Oracle reporting
- **Mapping And Dashboards:** Mapping tools, operational dashboards, facility maps
- **Public Safety Sources:** Public safety channels, news feeds, social media
- **Weather And Hazards:** Weather alerts, natural hazard reports, infrastructure disruption reports

PROFESSIONAL AFFILIATIONS

- Emergency Management professional community participant, focused on preparedness and response practice.
- Security operations peer network participant, sharing reporting and facility monitoring practices.

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST