

Cyrus Valencia

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SUMMARY

Early career **security officer** candidate with supervised training in screening, **access control**, patrol operations, incident reporting, emergency response, and **customer service**. Completed scenario based exercises involving employees, visitors, packages, shipments, **personal property**, credentials, badges, restricted areas, loading zones, and facility perimeters. Used tablet and computer forms to document entry decisions, patrol observations, alarms, incidents, notifications, and policy exceptions accurately. Practiced calm escalation during unauthorized access, suspicious property, badge misuse, and simulated critical events. Campus customer service activities built clear communication with people from varied backgrounds while preserving consistent site procedures. Coursework and physical readiness exercises support morning security work in logistics and distribution settings. Prepared to contribute dependable screening, accurate reporting, courteous service, and attentive protection of people, property, and operations.

EDUCATION

High School Diploma
Arlington Community High School GPA: 3.5
Coursework: Security fundamentals, customer service, computer applications, emergency response

2024
Indianapolis, IN

TECHNICAL SKILLS

- **Screening Procedures:** People screening, Package screening, Property screening
- **Access Control:** Credential verification, Badge verification, Restricted areas
- **Patrol Operations:** Foot patrols, Perimeter checks, Loading area checks
- **Incident Reporting:** Incident reports, Observation logs, Notification records
- **Emergency Response:** Alarm response, Critical events, Escalation procedures
- **Customer Service:** Visitor service, Employee service, De escalation
- **Loss Prevention:** Asset movement, Suspicious property, Badge misuse
- **Computer Applications:** Desktop applications, Tablet applications, Digital forms
- **Facility Security:** Entrances, Controlled entry points, Facility perimeters
- **Communication Methods:** Radio protocols, Verbal briefings, Security notifications

SKILLS

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|---------------------------|----------------------|----------------------|-------------------------|
| • Security screening | • Incident reporting | • Visitor management | • Escalation procedures |
| • Access control | • Emergency response | • Computer use | • Badge verification |
| • Credential verification | • Loss prevention | • Tablet use | • Package screening |
| • Patrol operations | • Customer service | • Observation | |

EXPERIENCE

Security Screening and Access Control Project
University Project

January 2026 - May 2026
Indianapolis, IN

Completed supervised security operations work for a simulated logistics facility, applying screening procedures, access control, documentation, escalation, and visitor service practices.

- Screened people, **packages**, and property using written procedures for simulated **logistics** entries.
- Checked **credentials**, authorization status, package records, and prohibited item indicators across 40 scenarios.
- Recorded entry decisions and incident details through **tablet** based training forms for instructor review.
- Selected notification paths for unauthorized access, suspicious property, and policy exceptions during exercises.
- Reviewed checkpoint visibility, queue flow, and **credential verification** needs for class recommendations.
- Practiced courteous visitor and employee interactions while maintaining consistent **screening** requirements.

Security Patrol and Emergency Response Lab
Student Lab

August 2025 - December 2025
Indianapolis, IN

Performed supervised patrol and **emergency response** simulations across classroom, loading area, parking, and perimeter zones modeled on distribution operations.

- Completed foot patrol simulations across classroom, loading, parking, and **perimeter** zones.
- Logged checkpoint observations and identified conditions requiring documentation or escalation.
- Responded to simulated **alarms** using scenario cards and established communication steps.

- Applied **loss prevention** concepts to controlled access, asset movement, and **restricted areas**.
- Wrote incident reports with time, location, observations, actions, and notifications.
- Completed readiness exercises involving extended walking and safe handling of materials over 20 pounds.

Customer Service for Protective Services

January 2025 - May 2025

Course Project

Indianapolis, IN

Applied **customer service** and reporting practices during supervised security desk scenarios involving visitors, delivery personnel, employees, and contractors.

- Applied de escalation principles during security desk scenarios with varied **visitors**.
- Verified visitor purpose and routed requests according to authorization procedures.
- Completed visitor logs, patrol records, and concern reports using **computer** and tablet applications.
- Reviewed **badge** misuse and access exceptions through **loss prevention** case studies.
- Delivered concise incident briefings that separated observed facts from assumptions.
- Earned strong instructor feedback for professionalism and consistent procedure application.

PROJECTS

Simulated Distribution Facility Security Review 📅 2026

Reviewed screening checkpoints, visitor flow, restricted access, package handling, and reporting practices for a simulated distribution facility. Recommendations addressed visibility, authorization checks, queue movement, and clear escalation paths.

Campus Emergency Response Scenarios 📅 2025

Practiced alarm response, perimeter observation, incident communication, and documentation through supervised scenarios. Work focused on calm decisions, accurate facts, appropriate notifications, and protection of people and property.

LEADERSHIP & AWARDS

- Security Scenario Documentation Recognition, 2026
- Dean's Continuing Education Achievement Award, 2025
- Instructor recognition for professional conduct during protective services scenarios, 2025

CERTIFICATIONS

- Workplace Security Fundamentals 📅 2026
- Customer Service Foundations 📅 2025

PROFESSIONAL AFFILIATIONS

- Campus Safety Peer Workshop Volunteer, 2026
- Community Event Welcome Team, 2025

LANGUAGES

- English (Native)
- Spanish (Intermediate)

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST