

Cyrus Valencia

Security Officer, Entry Examination

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📍 Indianapolis, IN 46227

STRENGTHS

- 🛡️ **Screening judgment**
Applied written procedures across people, packages, credentials, and property scenarios. Instructors valued consistent decisions.
- 🔔 **Calm response**
Handled simulated alarms and restricted area events with steady communication. Practice made escalation steps easier to follow.
- ♥️ **Accurate reporting**
Recorded times, locations, observations, actions, and notifications in training forms. Clear records supported instructor review.
- 👥 **Service mindset**
Role played visitors, employees, and delivery personnel with courtesy. Positive feedback followed firm procedure use.
- 👁️ **Patrol awareness**
Walked classroom, loading, parking, and perimeter zones. Checkpoint notes helped separate routine conditions from concerns.

SKILLS

Security screening Access control

Credential verification

Patrol operations

Incident reporting

Emergency response

Loss prevention Customer service

Visitor management Computer use

Tablet use Observation

Escalation procedures

Badge verification

Package screening

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 📅 2024 📍 Indianapolis, IN

Coursework: Security fundamentals, customer service, computer applications, emergency response

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

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

LANGUAGES

English	Native
Spanish	Intermediate

MY CAREER



- Security Screening and Access Control Project at University Project (4 Months)
- Security Patrol and Emergency Response Lab at Student Lab (4 Months)
- Customer Service for Protective Services at Course Project (4 Months)

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

Course Project 📅 January 2025 - May 2025 📍 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

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST