



Angel Payne

Security Officer, Incident Response

☎ (260) 555-7318 ✉ angel.payne@example.com

🌐 linkedin.com/example/angelpayne 📍 Fort Wayne, IN 46802

STRENGTHS

- ♥ **Calm Incident Response**
During alarm simulations, followed notification steps calmly and gave supervisors a clear handoff when conditions exceeded authority.
- 👁 **Patrol Awareness**
Repeated walkthroughs covered rooms, grounds, parking, and perimeter points, helping identify concerns before they became larger issues.
- 📌 **Clear Reporting**
Patrol logs separated facts from assumptions, giving staff a dependable record for review and follow up.
- 👥 **Welcoming Service**
At evening programs, greeted visitors warmly while checking registration details and referring mismatches without disrupting the experience.
- 🕒 **Reliable Overnight Focus**
Overnight readiness exercises built steady checkpoint habits and alert observation during quiet periods and changing conditions.

SKILLS

Incident response

Patrol procedures Access control

Credential checks

Visitor management

Security reporting

Emergency procedures

Situational awareness

Customer service

Escalation protocols

Perimeter observation

SUMMARY

Early career security candidate with supervised unarmed security training, campus **incident response** practice, and part time visitor services experience. Applies patrol procedures across **interior areas, exterior grounds**, parking areas, entrances, and **perimeter locations**. Practices access control, credential verification, visitor management, alarm response, emergency procedures, incident escalation, and accurate security reporting. Maintains calm communication during unexpected events and refers conditions beyond assigned authority to designated supervisors. Experience includes documenting direct observations, separating reported information from firsthand facts, and supporting welcoming interactions with employees, visitors, vendors, and staff. Reliable for overnight schedules, attentive during repeated walkthroughs, and committed to visible professional presence, privacy conscious visitor handling, and consistent site procedures. Prepared for paid training, background investigation, drug screening, and any required state or local licensing.

EDUCATION

High School Diploma

North Side High School 🎓 GPA: 4.0 📅 2025 📍 Fort Wayne, IN

***Coursework:** Safety procedures, communication, workplace readiness, community service*

TECHNICAL SKILLS

- **Patrol Operations:** Interior patrols, exterior patrols, random patrols
- **Access Control:** Credential verification, restricted areas, visitor screening
- **Incident Response:** Alarm response, emergency response, critical situations
- **Security Reporting:** Incident reports, patrol logs, activity records
- **Visitor Services:** Employee service, visitor service, vendor service
- **Perimeter Security:** Parking areas, exterior grounds, perimeter locations
- **Communication Methods:** Supervisor notification, escalation, fact transfer
- **Safety Procedures:** Site procedures, emergency procedures, personal safety
- **Security Compliance:** Policy violations, access protocols, licensing requirements
- **Screening Requirements:** Background investigation, drug screen, employment screening

EXPERIENCE

Unarmed Security Officer Training Participant

Student Safety Training Program 📅 June 2026 - September 2026 📍 Fort Wayne, IN

Completed supervised unarmed security training focused on patrol coverage, access control, incident response, reporting, customer service, and overnight readiness across simulated site conditions.

- Completed supervised patrol simulations across interior, parking, entrance, and perimeter zones, recording observations.
- Practiced **access control** scenarios with visitors, **credential checks**, restricted areas, and authorized referrals.
- Responded to simulated **alarms** using calm communication, notification steps, and documented supervisor handoff.
- Produced chronological incident and patrol reports separating direct observations from reported information.
- Completed **overnight** readiness exercises focused on alertness, patrol timing, checkpoints, and communication procedures.
- Practiced **customer service** with **employees**, visitors, and vendors under scenario based access requirements.

Overnight reliability

Alarm response Policy compliance

Facility walkthroughs

LANGUAGES

English Native

Spanish Beginner

MY CAREER



● Unarmed Security Officer Training Participant at Student Safety Training Program (3 Months)

● Incident Response and Patrol Project Student at Campus Safety Simulation (4 Months)

● Part Time Visitor Services Assistant at Community Welcome Center (3 Months)

Incident Response and Patrol Project Student

Campus Safety Simulation 📅 January 2026 - May 2026 📍 Fort Wayne, IN

Supported a supervised campus safety simulation centered on patrol planning, emergency response, documentation quality, access control, and clear transfer of facts.

- Developed a patrol plan for a simulated technology facility covering rooms, grounds, parking, and perimeter.
- Evaluated 15 scenarios involving unauthorized access, suspicious conditions, alarms, and **policy violations**.
- Built a patrol log capturing time, location, observation, action, and disposition across simulation rounds.
- Conducted tabletop emergency exercises prioritizing safety, notifications, **access control**, and accurate fact transfer.
- Rewrote incident narratives around observable facts, sequence, and actions after identifying unsupported conclusions.
- Presented a response process explaining how visibility, checks, documentation, and escalation support security.

Part Time Visitor Services Assistant

Community Welcome Center 📅 September 2025 - December 2025 📍 Fort Wayne, IN

Supported evening visitor services in a supervised reception setting, balancing welcoming customer interactions, facility walkthroughs, activity logs, and timely staff notification.

- Managed a supervised reception area during evening programs, greeting **visitors** under posted access procedures.
- Checked registration information and issued temporary visitor materials under staff direction.
- Performed closing walkthroughs of public rooms and exterior entries, documenting unsecured doors and lighting concerns.
- Maintained an activity log for visitor questions, facility observations, and staff notifications.
- Responded calmly to minor disruptions and contacted designated staff when situations exceeded assigned authority.
- Balanced recurring walkthroughs with front desk coverage while maintaining punctuality and **situational awareness**.

PROJECTS

Technology Facility Patrol Simulation 📅 2026

Worked with student peers to map interior, exterior, parking, entrance, and perimeter checks for a simulated technology facility. The team refined patrol timing, observation notes, escalation steps, and handoff practices after reviewing repeated scenarios.

Emergency Reporting Workshop 📅 2026

Collaborated with classmates to improve incident narratives by separating direct observations from reported information. Shared feedback respectfully, then produced clearer reports covering sequence, location, actions, notifications, and disposition.

LEADERSHIP & AWARDS

- Career Readiness Recognition, 2025
- Community Service Achievement, 2025
- Workplace Safety Training Distinction, 2026

CERTIFICATIONS

- Workplace Safety Training Distinction 📅 2026
- Unarmed Security Training Completion 📅 2026

PROFESSIONAL AFFILIATIONS

- Community Event Welcome Volunteer, 2025
- Student Safety Workshop Peer Participant, 2026
- Neighborhood Cleanup Volunteer, 2026

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST