

Nico Le

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SUMMARY

Security officer with three years of experience supporting **loss prevention screening**, access control, **distribution facility** security, patrol operations, and customer facing security posts. Screens employees, visitors, packages, deliveries, and credentials while maintaining accurate visitor, delivery, access, and unusual occurrence records. Uses computers, tablets, electronic logs, **visitor records**, and badge procedures to support orderly entry and reliable shift documentation. Provides overnight and weekend coverage across **loading areas**, employee entrances, staging zones, parking areas, and facility perimeters. Responds calmly to access disputes, unusual activity, and operational incidents, contacting designated personnel when escalation is needed. Balances courteous service with consistent post procedures, practical problem solving, and careful documentation during changing operating conditions.

EXPERIENCE

Security Officer, Loss Prevention

April 2025 - Present

Circle City Security Group

Indianapolis, IN

Supports **loss prevention screening** and access control at a high volume distribution site. Manages electronic records, badge procedures, visitor activity, deliveries, loading areas, perimeter patrols, incident escalation, and overnight post coverage. Provides dependable service while applying site procedures and documenting events for supervisors and incoming officers.

- Screened **employees**, visitors, packages, and deliveries against **post procedures** before controlled entry.
- Resolved badge discrepancies through electronic records, then escalated questionable access before restricted entry.
- Recorded visitor activity, **deliveries**, and **unusual occurrences** on tablets for supervisor review.
- Patrolled loading areas, staging zones, entrances, and **perimeter** points during overnight coverage.
- Responded calmly to access disputes, contacted site personnel, and documented incidents before shift completion.
- Accepted additional assignments while adapting to revised post orders and screening expectations.

Security Officer

October 2023 - March 2025

Hoosier Facility Protection

Plainfield, IN

Staffed **access control** posts at warehouse facilities serving employees, contractors, visitors, and delivery drivers. Applied screening procedures, maintained computer and tablet records, completed evening and overnight patrols, explained entry requirements, and prepared shift turnover notes that supported continuity and orderly facility operations.

- Verified employee, contractor, visitor, and driver authorization before directing facility traffic.
- Screened bags, **packages**, and deliveries, documenting exceptions for supervisor disposition.
- Entered visitor activity, delivery details, patrol observations, and incidents into electronic records.
- Patrolled warehouse exteriors, loading approaches, parking areas, and perimeter boundaries overnight.
- Explained entry requirements courteously to drivers and **visitors** while maintaining access restrictions.
- Prepared turnover notes covering access issues, unusual events, and facility observations for incoming officers.

PROJECTS

Overnight Distribution Security Coverage 📅 2026

Small gaps create larger security concerns. Strengthened overnight screening through consistent badge checks, patrol routes, delivery records, and clear shift turnover practices at a distribution facility.

Facility Access Record Improvement 📅 2025

Good records tell a useful story. Organized visitor, delivery, patrol, and unusual occurrence details through tablet based documentation that supported review and continuity.

LEADERSHIP & AWARDS

- Recognized by supervisors for dependable overnight coverage and consistent attendance.
- Commended for calm customer service during access disputes and delivery screening.
- Trusted with additional assignments requiring flexible scheduling and careful post procedure application.

EDUCATION

High School Diploma

2023

Arsenal Technical High School GPA: 4.0

Indianapolis, IN

Coursework: Security procedures, computer applications, communication, physical education

CERTIFICATIONS

- Indiana Security Officer Site Training 📅 2024
- Loss Prevention Screening Training 📅 2024

TECHNICAL SKILLS

- **Access Control:** Badge procedures, credential checks, visitor authorization
- **Loss Prevention:** Employee screening, package screening, delivery screening
- **Security Records:** Electronic logs, visitor records, unusual occurrence records
- **Patrol Operations:** Facility patrols, loading area patrols, perimeter patrols
- **Incident Response:** Incident escalation, emergency procedures, event documentation
- **Facility Security:** Distribution facility security, warehouse security, restricted areas
- **Screening Operations:** Employee screening, visitor screening, package inspection
- **Technology Tools:** Computers, tablets, electronic records
- **Customer Service:** Visitor service, driver assistance, access explanations
- **Post Procedures:** Site procedures, post orders, shift turnover
- **Scheduling:** Overnight coverage, fixed shifts, additional assignments

SKILLS

- | | | | |
|-----------------------------|----------------------|---------------------|------------------------|
| • Loss prevention screening | • Visitor screening | • Patrol operations | • Tablet use |
| • Access control | • Package screening | • Incident response | • Perimeter monitoring |
| • Badge procedures | • Delivery screening | • Customer service | • Shift documentation |
| • Employee screening | • Facility security | • Electronic logs | |

PROFESSIONAL AFFILIATIONS

- Indiana security professionals network, engaged through shared site practices and peer support.
- Indianapolis facility protection community, connected through distribution security assignments and professional referrals.

LANGUAGES

- English (Native)
- Spanish (Intermediate)

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST