



# Pavel Patton

Security Officer, Unarmed Patrol

☎ (812) 555-6392 ✉ pavel.patton@example.com

🌐 linkedin.com/example/pavelpatton 📍 Bloomington, IN 47403

## STRENGTHS

- ♥ **Calm Incident Response**  
During alarm scenarios, followed response cards and escalation steps carefully. Clear handoffs helped instructors trust judgment under pressure.
- 📌 **Accurate Documentation**  
Electronic logs separated facts, actions, and notifications. Reviewers recognized clear timestamps and useful details in submitted reports.
- 🔒 **Access Monitoring**  
Visitor exercises required firm authorization checks with courteous service. Consistent decisions kept simulated entrances orderly and controlled.
- 👁️ **Patrol Awareness**  
Route reviews revealed coverage gaps near perimeter points. Revised sequencing gave each area more deliberate observation.
- 👥 **Professional Service**  
Security desk practice focused on respectful conversations with visitors and contractors. Calm explanations supported policy compliance without friction.

## SKILLS

Unarmed patrol   Access control

Visitor monitoring

Incident response

Emergency procedures

Security reporting   Patrol logs

Customer service

Perimeter observation

Industrial security

Computer documentation

## SUMMARY

Early career **security officer** candidate with supervised training in **unarmed patrol**, access monitoring, incident response, report writing, and customer service within industrial settings. Practical exercises covered manufacturing areas, parking zones, controlled entrances, facility perimeters, visitor authorization, contractor access, alarm response, and unusual activity reporting. Developed reliable documentation habits through electronic patrol logs, incident narratives, shift summaries, and concise verbal handoffs. Training emphasized calm judgment, **emergency response procedures**, escalation protocols, site policy compliance, and respectful communication with employees, visitors, and contractors. High school graduate with dependable morning availability and a visible, professional approach. Prepared to support **orderly facility operations** through consistent patrol coverage, accurate records, timely notifications, and courteous service.

## EDUCATION

### High School Diploma

Bloomington South Community School 🎓 GPA: 4.0 📅 2024 📍 Bloomington, IN

***Coursework:** Security procedures, emergency response, professional communication, computer documentation*

## TECHNICAL SKILLS

- **Patrol Operations:** Scheduled routes, randomized routes, checkpoint observation
- **Access Control:** Authorization checks, controlled entrances, visitor verification
- **Incident Reporting:** Incident narratives, shift summaries, factual documentation
- **Emergency Response:** Alarm response, emergency procedure cards, escalation protocols
- **Security Documentation:** Electronic patrol logs, timestamps, follow up records
- **Visitor Services:** Employee reception, contractor service, visitor communication
- **Perimeter Security:** Facility perimeter, parking areas, manufacturing zones
- **Communication Methods:** Verbal handoffs, supervisor notifications, professional communication
- **Security Procedures:** Site policies, entry procedures, restricted access procedures
- **Workplace Safety:** Unusual activity recognition, orderly operations, safety awareness

## EXPERIENCE

### Unarmed Patrol Operations Lab

Student Lab 📅 January 2026 - May 2026 📍 Bloomington, IN

Completed supervised security exercises across simulated manufacturing areas, parking zones, entrances, and perimeter routes. Practiced patrol planning, electronic documentation, alarm response, escalation, and professional communication under instructor review.

- Completed scheduled and randomized patrol routes across simulated manufacturing and perimeter zones.
- Recorded checkpoint observations in electronic logs with locations, times, conditions, and follow up actions.
- Applied **escalation procedures** during **unusual activity** scenarios without making unsupported assumptions about intent.
- Responded to simulated **alarms** using emergency procedure cards and calm communication sequences.
- Revised **patrol** sequencing after identifying coverage gaps near entrances and perimeter areas.
- Maintained a visible professional presence around pedestrians, vehicles, facility areas, and access points.

### Automotive Facility Access Control Project

University Project 📅 August 2025 - December 2025 📍 Bloomington, IN

Escalation procedures

Alarm response Facility patrol

Professional communication

## LANGUAGES

English Native

Spanish Intermediate

## MY CAREER



● Unarmed Patrol Operations Lab at Student Lab (4 Months)

● Automotive Facility Access Control Project at University Project (4 Months)

● Incident Reporting and Emergency Response at Course Project (4 Months)

Built a supervised access monitoring exercise for a simulated automotive manufacturing site. Practiced authorization checks, visitor service, contractor documentation, restricted area response, shift summaries, and supervisor handoffs.

- Created **access monitoring** scenarios for employees, visitors, vendors, and **contractors** at a mock facility.
- Verified visitor and contractor **authorization** records, documenting exceptions for supervisor review.
- Built computer based visitor logs and shift summaries for access activity and unusual observations.
- Practiced courteous security desk conversations while applying consistent entry requirements.
- Analyzed tailgating and restricted access scenarios, selecting appropriate notification and documentation steps.
- Presented **access control** findings to instructors, linking orderly entry with safe manufacturing operations.

## Incident Reporting and Emergency Response

Course Project 📅 January 2025 - May 2025 📍 Bloomington, IN

Completed supervised incident reporting and emergency response scenarios involving alarms, property concerns, access events, and unusual activity. Strengthened factual writing, verbal handoffs, protocol use, and review discipline.

- Prepared incident narratives covering alarms, property concerns, access events, and **unusual activity**.
- Separated observations, witness statements, actions, and notifications in structured report formats.
- Delivered concise verbal handoffs with urgent safety and access information for simulated leadership.
- Applied **emergency response** protocols to tabletop scenarios involving observation, reporting, and escalation.
- Corrected missing timestamps, ambiguous wording, and unsupported conclusions in sample reports.
- Completed a final assessment combining patrol observations, access information, response actions, and documentation.

## PROJECTS

**Manufacturing Perimeter Observation Study** 📅 May 2026

Reviewed patrol route coverage across simulated manufacturing areas, parking zones, entrances, and perimeter points. Findings supported better observation sequencing and clearer handoff notes.

**Visitor Authorization Desk Simulation** 📅 December 2025

Practiced visitor and contractor verification at a simulated security desk. Records captured authorization decisions, exceptions, unusual observations, and required supervisor notifications.

## LEADERSHIP & AWARDS

- Outstanding Incident Report Exercise, 2026
- Continuing Education Merit Recognition, 2025
- Campus Event Safety Volunteer, 2026

## CERTIFICATIONS

- Security Awareness Fundamentals 📅 2026
- Workplace Communication 📅 2025

## PROFESSIONAL AFFILIATIONS

- Campus Event Safety Volunteer, 2026
- Community Welcome Desk Volunteer, 2025

## ADDITIONAL INFORMATION

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

## REFERENCES

---

AVAILABLE ON REQUEST