

# **SAMPLE RESUME**

## **Brian Freedman**

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**OBJECTIVE:** To plan and develop physical security and security systems procedures and guidelines to ensure the safety and security of programs throughout the federal government.

### **EMPLOYMENT HISTORY:**

#### **Security Supervisor**

11/08 — Present

Employer: Commercial Development Corporation (CDC)  
9700 Charles Street, Baltimore, MD 21201  
Salary: \$75,000, 40 hours/week  
Supervisor: Mark Freedman (410) 570-3708; may be contacted

Led and supervised a security team comprised of 26 employees across 5 multi-million dollar commercial and transportation projects. Under my direction our team reduced internal thefts by 50 percent. Applied loss prevention techniques and investigated external theft incidents with procured vendors, resulting in legal action and leading to \$1.5 million in cost-savings. Strategically assessed and recommended surveillance technology for critical areas. Established policies for tracking and reporting missing inventory with CDC Accounting.

#### **Investigative Security Specialist, GS-11**

6/03 — 10/08

Employer: Federal Emergency Management Agency (FEMA)  
500 C Street SW, Washington, DC 20026  
Salary: \$25/hour, 40 hours/week  
Supervisor: Christopher Hansen (202) 555-1212, may be contacted  
Clearance: Department of Homeland Security, Secret Clearance, August 2001

Reviewed over 15 requests for background investigations weekly; forwarded them to the proper investigative authority. Served as the trusted liaison to transmit guidance from the Chief, Disaster Security Operations Branch to team members to ensure safety and protection during operational activities. Maintained an organized filing system of over 2.5 million field Security Reports. Developed monthly and annual statistical information, which were used to enhance the 5 FEMA security programs. Tested the operational readiness of the new Security ID Badging and Alarm systems.

### **EDUCATION:**

#### **Rutgers State University**

May 2003

B.S. Degree, Criminal Justice — Magna cum laude GPA: 3.89/4.0

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### **TRAINING:**

#### **Security Technician**

January — May 2004

National Security Training Academy, Alexandria, VA

### **CERTIFICATIONS:**

Video Surveillance, National Security Board, Washington, DC

January 2005

**COMPUTER SKILLS:** PC and Macintosh Operating Systems, Microsoft Office, Outlook, SharePoint, Internet

### **VOLUNTEER EXPERIENCE:**

#### **Criminal Investigator**

6/99 — 4/03

Volunteers in Police Service Program, New Brunswick, NJ, 15 — 20 hours per week

Supervisor: Margaret Warren (732) 710-5212

Conducted criminal investigations to protect the citizens of the jurisdiction. Investigated individuals suspected of committing criminal activity. Performed crime mapping and analysis.

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