

# MAGDALENA LARCHE

Security Officer

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## PROFILE

As a security officer, I have over three years of experience in protecting my assigned area from potential threats. My duties include monitoring the premises for any suspicious activity, conducting bag checks and pat-downs when necessary, and responding to any incidents that occur. I am also responsible for writing reports detailing anything out of the ordinary that takes place during my shift. In addition to keeping the peace, I also take pride in providing excellent customer service to everyone who comes onto the property.

## LINKS

[linkedin.com/in/magdalenalarche](https://www.linkedin.com/in/magdalenalarche)

## SKILLS

Access Control



CCTV



Alarm Systems



Physical Security



Risk Assessment



Emergency Procedures



## LANGUAGES

English



Portuguese



## EMPLOYMENT HISTORY

### ● Security Officer at American Security & Investigations, AK

Mar 2022 - Present

- Monitored and responded to security alarms, performing building checks as required.
- Investigated incidents and complaints, prepared reports detailing findings.
- Conducted regular patrols of the premises, checking for suspicious activity or hazards.
- Assuming you want 6 different accomplishments\*/.
- 1. Monitored security cameras and reported any suspicious activity to management immediately.
- 2. Made sure all employees clock in/out correctly and were where they were supposed to be during their shift by doing random check-ins throughout the day/night.
- 3. Wrote up incident reports whenever there was an issue that occurred on site.
- 4..Successfully diffused multiple heated situations without having to resort to physical violence.
- 5 .Kept a detailed log of everything that happened during each shift including who came in/left the property, what time it happened , etcetera.

### ● Associate Security Officer at Alaskan Security & Investigations, AK

Aug 2019 - Feb 2022

- Successfully prevented a data breach by identifying and resolving a security vulnerability.
- Successfully completed training on new security protocols and implemented them in the workplace.
- Conducted regular security audits of company premises and systems, resulting in improved safety for employees and visitors.
- Contributed to the development of an emergency response plan which was successfully activated during a fire drill.
- Collaborated with other departments to resolve potential conflicts before they escalated into serious incidents.
- Investigated reports of suspicious activity, often leading to the apprehension of criminals.

## EDUCATION

### High School Diploma at West Anchorage High School

Sep 2014 - May 2019

I have learned how to study for exams, how to manage my time, and how to communicate with my classmates and teachers.