

# JEFFREY MATTHEWS

jeffrey.matthews@email.com 

## Residential Security Guard



### PROFESSIONAL SUMMARY

Dedicated and vigilant Residential Security Guard with over 7 years of experience ensuring the safety and security of residential properties. Proficient in surveillance monitoring, access control, and emergency response.

### EDUCATION

#### High School Diploma

Skyline High School – Dallas, TX

Graduated: May 2016

### SKILLS

- Surveillance and CCTV Monitoring Expert
- Access Control and Visitor Management Expert
- Emergency Response and Incident Reporting Expert
- Conflict Resolution and Customer Service Expert

### COURSES

#### Texas Level II Security License (Valid through June 2026)

TX Department of Public Safety

#### CPR & First Aid Certified (Valid through March 2025)

American Red Cross

### EXPERIENCE

2020 - Now

#### Residential Security Guard

##### Brickstone Residential Complex / Dallas, TX

- Monitor and patrol the 300-unit complex to ensure safety and security of residents and visitors.
- Operate and maintain CCTV systems and alarms, identifying and reporting any suspicious activity.
- Conduct regular foot patrols of entrances, exits, parking lots, and public spaces.
- Manage access control, including checking credentials, issuing visitor passes, and responding to alarms.

2017 - 2020

#### Security Officer

##### Park Avenue Towers Apartments / Houston, TX

- Patrolled 200-unit residential building, ensuring the safety and security of tenants and visitors.
- Monitored surveillance cameras and responded to alarms or emergencies in a timely manner.
- Screened and verified visitors and delivery personnel before allowing access to the building.
- Assisted in fire drills and ensured the building met all fire safety regulations.