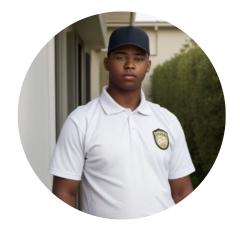
JEFFREY MATTHEWS

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 Expert Monitoring

Access Control and Visitor Expert Management

 Emergency Response and Incident Reporting

Conflict Resolution and

Customer Service

Expert

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.