

Dana Line

Experienced Client Services Manager/Trainer

Sheridan, CO
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I have been in the security field for over 29 years. For the past 8 years I have performed my duties as an experienced administrative manager. I currently have an Interim Secret Security Clearance & contracted to Lockheed Martin Deer Creek Facility. I have drive, determination, am detail oriented, am concise, can multi-task, and I take responsibility for assuring that Company policies and procedures are correctly followed. I am qualified in resolving issues regarding pay, morale, or complaints. I effectively manage overtime, take prompt action once a complaint is received, have experience in the interview and hiring process, and I have created, modified and managed post schedules to ensure proper staffing. I am WinTeam trained to handle payroll. I can interact with multiple levels of the Organization on a continual and effective basis. My collateral duties are extensive and traverse multiple levels of the Organization, which includes tech support. I am also proficient in MS Office.

Willing to relocate to: Anywhere in Colorado. Will move out of state if the offer is right.

Work Experience

Cleared Security Officer through DoD (Secret Security Clearance) - Lockheed Martin

Allied Universal Security Services - Denver, CO

January 2019 to January 2021

Provided physical security for Lockheed Martin's top-secret facility. This would include patrols, lobby, gate, and dock security; in which, was responsible for training new officers on site.

Site Manager - TD Ameritrade

Allied Universal Security Services - Denver, CO

February 2018 to December 2018

I was the site manager in charge of security at the site to include TD Ameritrade out buildings & remote properties. I was responsible for officers under me to include their training, scheduling & payroll.

Lead Field Training Manager

Allied Universal Security Services - Denver, CO

October 2011 to February 2018

As Lead FTM, I ran a team of Field Training Managers that specialized in support in the field. At any given point I was responsible for 3000 security professionals to include their training, payroll & scheduling. I was also in charge of CyCop, an app used to monitor, protect & track officers in the field. CyCop was also used for reporting purposes such as Daily Activity Reports & Incident Reports. The Field Team worked primarily 1600-0800 daily as afterhours management.

Armed Field Training Manager

Avalon Fortress Security - Minneapolis, MN

April 2008 to August 2008

Director of Security

Sage Hospitality Resources - Denver, CO

April 2002 to May 2007

Private Investigator, Details Investigations

Lakewood, CO

January 1997 to April 2003

Armed Alarm Service Technician

Denver Burglar Alarm - Denver, CO

April 1995 to February 1999

Education

High School Diploma

Abraham Lincoln High School

Emily Griffith Opportunity School

Certificate of Completion – Private Pilot and Ground Simulation

Skills

Customer Service, Client Service, Microsoft Office, Payroll Systems, Android Apps, Computer (Tech Support)