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OBJECTIVE

Security management position

SUMMARY OF QUALIFICATIONS

- ❑ Twenty-nine years in private security, ensuring the safety and wellbeing of employees, guests and the general public.
- ❑ Twenty years as a law-enforcement officer in the DC Metropolitan Police.
- ❑ Development and writing of security and safety operating procedures, fire evacuation and Shelter in Place plans
- ❑ Development and execution of safety awareness campaigns and safety newsletter
- ❑ Strong written and oral communications skills
- ❑ Ability to relate well to people at all levels and from diverse backgrounds
- ❑ Proficient computer skills, including word processing and security software applications

EXPERIENCE

Security Department: The Washington Post, Washington, D.C.

03/1993 – Present

- ❑ *Assistant Manager:* Direct supervision of twenty-seven officers, both contract and proprietary at two production plants in Maryland and Virginia, containing 600 employees. Responsible for writing security and safety operating procedures, including emergency evacuation and shelter plans. Responsible for continuous officer and supervisor training. Initiated employee security awareness campaigns publishing a monthly safety newsletter *Safety Notes* and a security website on the company's IntraNed. Organized two Safety Fairs for the benefit of Post employees. Responsible for one million dollar budget, which includes security payroll and purchasing authority. System administrator of the Lenel Access Control software, database, alarm monitoring, CCTV and issuance of employee I.D. cards.

Security Department: Holiday Inn, Washington, D.C.

09/1990 – 12/1997

- ❑ *Security Manager:* Held three management positions, simultaneously. Direct supervision of four proprietary and one contract guard. Responsible for writing security procedures and safety guidelines to ensure the wellbeing of hotel employees and guests. *Evening Manager on Duty:* five evenings every week with direct supervision of seven hotel employees in Housekeeping, Food & Beverage, Engineering and Front Desk, and responsible for guest

satisfaction. Conducted classes for all employees regarding OSHA safety and chemical standards and initiated an accident prevention campaign and a safety committee, which resulted in a sharp reduction in reported employee injuries.

Bar Manager: Direct supervision of two bartenders and responsible for beverage sales, budget and liquor inventory.

Security Department: Hilton International, Washington, DC

03/1985 – 09/1992

- ❑ *Assistant Manager:* Direct supervision of a security staff of eighteen Proprietary officers. Conducted training classes covering basic security awareness, report writing, note taking and maintained the weekly staff schedule. Worked closely with Federal and foreign security agents to coordinate security during diplomatic visits.

Metropolitan Police Department, Washington, DC (Retired)

07/1970 – 08/1990

- ❑ *Police Officer:* Assigned to the Patrol Division, which required daily street patrols on foot or in a vehicle in the Adams Morgan and 14th Street corridor of Washington, DC. Responsible for observing and responding to criminal activity or complaints. Conducting investigations and submitting detailed reports. Arresting violators of the District or Federal Criminal Codes and participating with prosecutors to obtain convictions. *Acting Desk Sergeant (1965-1990):* Responsible for the evening operations of the Third District police station to include; processing of prisoners, collection of fines, distribution of reports and maintaining the station log and arrest books.

U.S. Army, United States and Germany

06/1966 – 06/1970

- ❑ *Sergeant (E-5):* Combat leader responsible for a four man main battle tank crew. Conducted daily vehicle patrols along the East German border to observe and report any suspicious activity in the Soviet area of control. Attended numerous combat arms and leadership schools. Obtained a Top Secret security clearance in 1968 while assigned to regimental intelligence.

SKILLS

- ❑ Computer: Windows, Microsoft Word, Microsoft Works, Microsoft Publisher, Lotus Notes, Lenel *OnGuard* Access Control & Alarm Monitoring, IntraNed administrator, Web Page Maker2, Proficient in internet research.

ACTIVIES & INTERESTS

- ❑ Autograph collecting
- ❑ Ecommerce Website – eShoptheworld.net