

Maksim Levanovich

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Summary

I had been working at the US Embassy Ashgabat, Turkmenistan since November 2005. In February 2007 I was promoted to the Senior Guard Position. In 2011 I was Promoted to the Guard Supervisor position. January – August 2019- worked as Acting Deputy LGF Commander (temporary position). Since August 2019 to September 2022 – Guard Supervisor. Known for quick emergency response time and staying calm under pressure. Pragmatic Guard Supervisor with proven history of supervising, mentoring and delegating tasks for highly effective security teams. Leads with assertive yet empowering leadership style and designs workflow to provide optimal security coverage. Monitors security equipment to proactively address issues and reduce downtime. Attentive Guard Supervisor brings strong military and security background combined with exceptional leadership skills. Investigates high-priority incidents and quickly resolves threats to maintain order and safety. Oversees facility access to prevent unauthorized entry. Attentive driver with strong knowledge of local routes and traffic patterns. Monitors road conditions and construction areas to maintain schedule adherence.

Skills

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| * Friendly, Positive Attitude
* Team Management
* Supervision & Leadership
* Customer Service
* Planning & Organizing
* Training & Development
* Computer Skills
* First Aid/CPR
* Reliable & Trustworthy
* Flexible Schedule
* Team Building
* Active Listening
 | * Basic Math
* Microsoft Office
* Good Work Ethic
* Maintenance & Repair
* Conflict Resolution
* People Skills
* Critical Thinking
* Relationship Building
* Data Management
* Organizational Skills
* Problem Resolution
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Experience

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| US Embassy Ashgabat, Turkmenistan | Ashgabat, TurkmenistanGuard Supervisor*04/2011 - 09/2022* | * Led a team of 11 guards and was responsible for their trainings, evaluations and development.
* Maintained proper paperwork to provide accurate incident records.
* Monitored buildings and grounds by examining doors, windows and gates to confirm locked and secured status.
* Confronted unapproved individuals for questioning to determine course of action.
* Patrolled grounds to maintain safety and detect unauthorized people or vehicles.
* Collaborated with officials to establish action plans to provide safe environment and immediate response to threats and emergencies.
* Administered first aid to provide immediate emergency care.
* Detained suspects engaging in illegal activities to contact law enforcement and prevent further incidents.
* Responded to potentially unsafe and dangerous situations and recommended relevant course of action.
* Inspected and adjusted security equipment to ensure proper operation.
* Mentored employees in handling issues with customers, tenants and other individuals.
* Supervised and authorized entry of employees, visitors or authorized persons.
* Monitored and logged key and key card issuance.
* Investigated security alarms, altercations and suspicious activity.
* Drafted and documented security procedures, policies and standards.
* Oversaw closed-circuit television cameras and monitored for threats.
* Delegated team tasks and assigned security personnel to posts or patrols.
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| US Embassy Ashgabat, Turkmenistan | Ashgabat, TurkmenistanSenior Guard*03/2007 - 04/2011* | * Lead a team of 5 guards, who worked under my direct supervision.
* Collaborated with officials to establish action plans to provide safe environment and immediate response to threats and emergencies.
* Responded to potentially unsafe and dangerous situations and recommended relevant course of action.
* Monitored buildings and grounds by examining doors, windows and gates to confirm locked and secured status.
* Maintained proper paperwork to provide accurate incident records.
* Patrolled grounds to maintain safety and detect unauthorized people or vehicles.
* Detained suspects engaging in illegal activities to contact law enforcement and prevent further incidents.
* Administered first aid to provide immediate emergency care.
* Confronted unapproved individuals for questioning to determine course of action.
* Checked and secured building areas during off-hours to prevent entry by unauthorized individuals.
* Completed required shift logs and reports, highlighting routine activities, suspicious circumstances and critical incidents.
* Monitored building and property entrances and exits to detect intrusions and protect assets.
* Detected emergency situations through keen listening and close observation to respond appropriately to alarms.
* Provided friendly and professional assistance to employees, visitors and customers.
* Administered first aid for minor medical situations and contacted paramedics for medical emergencies.
* Identified suspicious activity to determine appropriate response.
* Maintained high levels of alertness throughout shifts.
* Escorted individuals requiring personal protection to provide safe transport to specified locations.
* Explained security protocols to employees and guests to promote readiness for emergency situations.
* Operated x-ray and body scanning equipment to prevent prohibited items from being carried onto premises.
* Patrolled crowds during events to preserve order and promote security.
* Reviewed guest identification and employee credentials to authorize entry onto premises.
* Monitored security cameras to identify and respond to suspicious activity.
* Maintained calm composure during emergencies while communicating with local law enforcement and emergency response services.
* Inspected security systems to maintain consistent operational availability and to detect evidence of tampering.
* Searched bags manually to identify prohibited items and contraband.
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| US Embassy Ashgabat, Turkmenistan | Ashgabat, TurkmenistanSecurity Guard*11/2005 - 03/2007* | * Secured personnel and premises by inspecting buildings and patrolling property.
* Wrote reports outlining thefts, unauthorized access violations or other unusual occurrences to help support later criminal or civil actions.
* Followed established security and safety procedures and posted orders to include enforcement of company rules, policies and regulations.
* Warned persons of rule infractions or violations and evicted violators from premises.
* Responded to medical emergencies before paramedic and law enforcement arrival.
* Surveyed multiple CCTV feeds to closely monitor important areas on grounds.
* Addressed problems quickly and reported clear information while working under minimal supervision.
* Protected entrances by scanning individuals and bags via manual checks or x-ray machinery.
* Monitored access control systems and key code records for suspicious activities.
* Checked footage and live feeds from surveillance cameras for trespassers and criminal activity.
* Monitored premises and recorded activity in daily officer reports.
* Completed incident reports to record security or loss prevention incidents.
* Inspected parking lot to verify parking permits and ticketed or towed unauthorized vehicles.
* Reported safety hazards for remediation response.
* Verified photo IDs and tickets to allow guests passage.
* Searched individuals and baggage for weapons and other prohibited items.
* Enforced security regulations and escorted non-compliant individuals to private areas for processing.
* Documented security-related situations and submitted in-depth reports to superiors.
* Guarded restricted areas to prevent unauthorized entry.
* Screened visitors and employees for weapons and contraband with hand wands and metal detectors.
* Sounded alarms and called police or fire department in cases of fire or presence of unauthorized persons.
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Education

St. Petersburg State Transport University | St. Peterburg, Russia

Some University Degree in Psychology, (3 years study at the Saint-Petersburg University, psychology subject 2019 - 2022)

Languages

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| **English:** Professional  |  | **Russian:** Native/ Bilingual  |
| **Turkmen:** Professional  |

Accomplishments

* I had honor to serve as a security driver when US Secretary of State John Kerry arrived at Turkmenistan, Ashgabat on November 3, 2015. I took part in motorcade, being there as a security driver in the Lead Vehicle. Worked under the direct supervision of the personal bodyguard of US Secretary of State John Kerry.
* In 2017, I, as a Guard Supervisor and my co-workers working at the NEC demonstrated the ability to go above and beyond the scope of normal duties and to act quickly, decisively and appropriately to ensure the security of Mission assets and personnel as well as preventing serious bodily injury to two individuals not associated with the Mission. Quick action and response ensured that the aggressive third individual did not gain access to the site, no individuals were injured, and the perpetrator was properly restrained and turned over to authorities. Further, protection of the individuals helped highlight the values of the United States for the local populace and the successful interaction with the police, who do not normally have any official interaction with LGF, helped enhance the reputation of LGF amongst at least this group of local police.
* In 2010, I could settle down the conflict between an American Diplomat and 6-8 local men, who got to the traffic incident. By my arrival to the place of incident, I found 2 ladies (an American employee and her housekeeper) next to the traffic incident and about 6 - 8 men, who were arguing with them in aggressive way in Turkmen language. I approached to them and settled the conflict. I could calm down those people, and in a few minutes they drove away.
* In coordination with Assistant Regional Security Officer (ARSO) and LGF Commander, I prepared security plans for VIPs and guests visiting the Embassy’s Event 4th of July - Independence Day and controlled Local Guard Force, providing safety on this event as Deputy LGF Commander.
* Working as the Guard Supervisor and as Deputy LGF Commander on Marine Balls controlled Local Guard Force, providing safety on the event.
* Served as bodyguard for Mr. Ambassador travelling with him in desert, different villages, and cities (Turkmenabad, Mary, Dehistan, Farab etc.). I ensured his safety by protecting his life and health.
* Served as bodyguard for VIP level delegations to Ashgabat.
* Provided safety for the local people at the events organized by PD office (crowed control, emergency evacuation and safety for US diplomats).
* Working in USAID as a Senior Guard, I was in an earthquake without destruction. I timely evacuated American and local employees from the building.
* Took part in chess tournament organized by MFA representing US Embassy.
* Took part in the LGF Talent Show and in the organization of this event.
* I am a Vice World Champion of Kickboxing 2004 (“World Profi” version) and Master of sport in Kickboxing. As a professional sportsman in past, I trained LGF guards for kickboxing.
* Conducted physical trainings.
* Organized and conducted Chem-Bio trainings.
* Organized and conducted First Aid MARCH trainings.
* Organized and conducted Power Point Presentations for the LGF.
* Provided interpretation services for Local Guards ensuring the safety of the Embassy was not lost in translation.
* As a Guard Supervisor, I organized team building activities in day off going out into nature with my teammates.
* Organized and conducted the Drills for LGF working as a Deputy LGF Commander.
* Took part in organization of the event “Bring your child to work”.
* Took part in social activities which are closely connected with LGF and American community.
* Took part as a Singer and Guitar player in the events organized by DCM and American Embassy staff.
* Working as a Deputy LGF commander, I contacted with the Security Supervisors of the British Embassy and the International School, inviting their security stuff to our LGF take down trainings. British Embassy and International School’s guards had accepted our invitations and took part in these events.
* 05/20/2020 – Saved the life of my neighbor, who wanted to throw himself off the roof of an apartment building and commit suicide. Later, I got appreciation letter from Mr. Ambassador for this action.
* Created highly effective new program that significantly impacted efficiency and improved operations.
* Consistently maintained high customer satisfaction ratings.

Honors

* 2009, June – Awarded with certificate “The best progress of the year” – for making outstanding progress in English language training during the U.S. Embassy Ashgabat's English Language Program July 2008 – June 2009.
* 2010, November – Certificate of Appreciation (Group) – On behalf of the Marine Security Guard Detachment Ashgabat, Turkmenistan, I would like to express to my sincere appreciation for the time, effort, and dedication to duty in your support of our 235th Marine Corps Birthday Ball celebration. Your role in ensuring this event was a success was beyond reproach. Your dedication to the Marines of Detachment Ashgabat is recognized and will not be forgotten. Detachment Commander – Jason Tavano.
* 2013, January – March - Certificate of Appreciation (Individual) – Supervisor of the quarter (in recognition of your commitment, dedication, diligence, and alertness which you demonstrated towards the safety, security and protection of the United States employees and facilities.
* 2013, May 17 – Mission Honor Award (Individual) – for your exceptional performance as a team leader of the Embassy's first responder unit which had a favorable impact on emergency preparedness at our Mission.
* 2013, May 17 – Mission Honor Award (Group) – Leading by example you increased the morale of the Embassy community and have played a pivotal role in mentoring the Local Guard Force member.
* 2013, May 17 – Eagle Award (Group) – For your exemplary performance and professionalism as a first responder on the Embassy's Chem/Bio team.
* 2014, May 3 – Certificate of Appreciation (Individual) - for outstanding participation in community events which has dramatically increased the morale of the Local Guard Force.
* 2015 – Certificate of Appreciation (Individual) for participation in the 2015 LGF Talent Show (your amazing talent made this year's Annual LGF Talent Show a memorable one.
* 2015, May 6 – Eagle Award (Group) – For your outstanding dedication to duty and safeguarding of U.S. personnel and property. For your consistent exceptional level of performance and contributions to the overall success of the Local Guard Mission by serving as Shift Leaders.
* 2015, May 6 – Eagle Award (Group) – For your outstanding performance and service while serving on the Local Guard Force Protection Team. Your conduct was exemplary and your ability to adapt in the face of unplanned contingencies ensured the uncompromised security of the VIP level delegations to Ashgabat.
* 2016, January – March – Certificate of Appreciation (Individual) – Supervisor of the Quarter – in recognition of your commitment, dedication, diligence, and alertness which you demonstrated towards the safety, security and protection of United States employees and facilities.
* 2017, July - September – Certificate of Appreciation (Individual) – Supervisor of the quarter (in recognition of your commitment, dedication, diligence, and alertness which you demonstrated towards the safety, security and protection of the United States employees and facilities.
* 2017, May 19 – Eagle Award (Group) – In recognition of your continuous exceptional service, commitment to U.S. Embassy Ashgabat and the “motivating” factor that the monthly pursuit of excellence gives to the entire guard force. You have risen to the top of your profession, thus bringing great pride upon yourselves and the U.S. Embassy.
* 2017, November 14 – Customer Service Award (Group) (For your exceptional performance and for excelling above and beyond required duties.
* 2019, April 9 – Customer Service Award (Group) – for ensuring the safety of the Embassy was not lost in translation, and for providing interpretation services that ensured understanding, appreciation, and protection.
* Certificate of Appreciation – (RSO recognizes the outstanding efforts of your team to protect the United States facilities and employees over the last year. Due to your team's attention to detail, three of your team members were considered for LGF of the Month – regrettably only one can be chosen. - RSO, ARSO).
* 2020, July - Franklin/Eagle Individual Award (Individual) - For exceptional performance as Acting Deputy LGF Commander.
* 2020, November - Certificate of Appreciation: “In recognition for your hard work, patience, and perseverance in supporting U.S. Embassy Ashgabat during the 2020 COVID-19 pandemic. “
* 2021, June – Eagle Award (Group), “For exemplary performance and service to Embassy Ashgabat as First Aid trainers.
* 2021, June – Eagle Award (Group), “For exemplary performance as LGF defensive tactics instructors and for dedication and loyalty to the U.S. Embassy.
* 2021, June – Completion of 15 years of service with the United States government.
* 2022, July – Eagle Award (Group), “For remarkable support of the consular section's resumption of public services and regularly handling customer interactions with outstanding professionalism and care.”

Trainings

* First Aid and CPR
* Emergency Medical Trauma Care
* Trauma/First Aid Course
* Conflict Management
* Customer Service
* Managing Customer Service
* Foreign Service National Supervisory Skills
* FSN Supervisory Skills – Beyo9nd the Basics
* Worldwide Security Training Support Program
* Explosive Detection
* Shocknife Safety Monitor
* Presentation Skills
* Explosive Detection Device – ITEMISER DX Operator and Preventative Maintenance
* Smith System Advanced Driving Traffic Safety

Hobbies

* Spend the time with my lovely wife and daughters
* Self-development
* Playing guitar
* Singing songs
* Reading the books
* Sport activities (bicycle, kickboxing, working out)
* Playing chess
* IT (Frontend developing)