ROBERT SMITH

Booking Officer

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SUMMARY

Highly qualified Booking Officer with experience of 5 years. Enjoy creative problem solving and getting exposure on multiple projects, and I would excel in the collaborative environment on which your company prides itself.

CORE COMPETENCIES

Customer Service, Interpersonal Skills, Background Skills.

PROFESSIONAL EXPERIENCE

Booking Officer

ABC Corporation - January 2013 – September 2017

Key Deliverables:

- Assisted in restraining violent and unruly inmates.Monitored inmate behavior to prevent crime, escape attempts, and other dangerous activities.
- Implemented defensive tactics and physical restraints to maintain the safety and security of personnel and the general public.
- Safely transported inmates to and from work sites.
- Conducted internal security checks and distributed meals.
- Continually monitored dormitories for inappropriate activity.
- Verified warrants, conducted searches, and fingerprinted inmates.
- Supervised inmates during meals, visits, recreation, telephone calls, and shower time.

Booking Officer

Delta Corporation - 2019 – 2020

Key Deliverables:

- Worked in accounts payable to ensure that all loads were successfully processed.
- Handled all insurance and bonding procedures for the company.
- Countable for booking inmate, responsible for maintaining all inmates files including court paperwork and bonds, responsible for releasing inmates.
- Completed all types of Bonds.
- Gathered arrest and booking documentation, fingerprints, and mug shots.
- Prepared court paperwork and got inmates ready to view the judge for magistrates.
- Would pass out breakfast and lunch to all inmates.

EDUCATION

- Computer Science - (Guam Community College)

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