

ROBERT SMITH

Certified Correctional Officer III

info@qwikresume.com | <https://Qwikresume.com>

Seeking a career position that will benefit from my Social Work Degree, my strong communication skills, excellent Microsoft computer skills, great customer service, resourcefulness and positive attitude.

MAY 2013 - JULY 2014

CERTIFIED CORRECTIONAL OFFICER III - ABC CORPORATION

- Supervised and made periodic patrols of living quarters and work areas to ensure safety, control and discipline of inmate population.
- Conducted daily formal and informal counts of inmates at regular and irregular intervals.
- Inspected locks, windows, bars, grills, doors and gates for tampering.
- Observed conduct and environment of inmates to prevent riots, escapes, unwanted activities, infraction of rules and unsatisfactory attitude and behavior.
- Completed daily shakedowns/searches on inmates and living quarters to prevent the introduction of contraband into the institution.
- Checked inmates incoming and outgoing mail for possible contraband and/or gang related activities.
- Maintained and demonstrated proficiency in the use and care of firearms, restraint methods and equipment.

2008 - 2013

CERTIFIED CORRECTIONAL OFFICER - DELTA CORPORATION

- Supervised and observed juvenile activities inside the facility Conduct security checks of the institution to maintain security; check locks, alarms .
- Supervised and observed inmate activities inside the facility Checked locks, alarms, and other security devices Counted youth as required/conducted .
- Enforce policies and keep order within and outside of the correctional institution Supervise activities of inmates Observe inmate activities in .
- Supervise inmate work detail Identify inmates who have behavioral, medical or other problems so that appropriate safety measures can be taken Conduct .
- Supervise inmates in living areas Instruct inmates in housekeeping and sanitation Monitor inmate visitor traffic Count inmates at designated count .
- Supervised inmates segregated in confinement as well as inmates in housing units Count inmates at regular and irregular count times Maintain .
- I supervised inmate population in common areas and ensured inmate policy was followed.

EDUCATION

Certificate in ABA - August 2011(The University of Georgia - Lawrenceville, GA)

SKILLS

Paralegal, Administrative, Hospitality, Customer Service, Human Resources.