

# ROBERT SMITH

## Enforcement Officer II

[info@qwikresume.com](mailto:info@qwikresume.com) | [LinkedIn Profile](#) | [Qwikresume.com](#)

Quickly adapt to situations and circumstances, can think and learn quickly and on feet, teachable, and hard working.

## EXPERIENCE

### Enforcement Officer II

#### Blair County Courthouse - MAY 2016 - 2020

- Checked daily lists for recently admitted and released inmates.
- Checked for any Bench Warrants for our office on jail list.
- Prepared court paperwork and attended court proceedings to document court orders.
- Entered notes into the computer system and updated warrant information.
- Adjusted payment plans and update payments in the computer system.
- Prepared monthly enforcement and joint reports on revenue collection for submission to the Governing Board of the Revenue Authority.
- Provided Threat Management and Investigative Services for clients.

### Enforcement Officer

#### ABC Corporation - 2014 - 2016

- As a Enforcement Officer I came in direct contact with Commercial Drivers delivering products to MDV.
- These products would than be shipped to Bases throughout the US, Commissary and Ships.
- Performed daily reports along with fire extinguisher checks.
- Also made sure we keep up with OSHA regulations.
- Investigated incidents and accidents on the grounds, reports were made.
- Also periodically checked for expired decals on personal vehicles, vehicle searches & locker searches, certification documents and kept a clean and safe environment for many to work and visit. Theft was down to a low due to my visible appearance..
- This is Dummy Description data, Replace with job description relevant to your current role.

## EDUCATION

- High School Diploma in Academic - 2007(Bellwood-Antis High School - Bellwood, PA)



## SKILLS

Law Enforcement, Security, Report Writing.