

# ROBERT SMITH

## Federal Correctional Officer

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To obtain an entry-level Federal Correctional Officer position in your company that will allow me to use my education and talents to further my career.

## EXPERIENCE

### Federal Correctional Officer

#### ABC Corporation - OCTOBER 2011 - 2012

- Made periodic patrols of quarters and work areas and initiate counts of inmates at regular and irregular intervals.
- Conducted short and long-range planning or maintenance.
- Assisted in maintaining inventory and proper level of supplies and equipment.
- Maintained control and discipline including use of physical restraint and restraining devices; prevent the introduction of contraband into the institution.
- Maintained and demonstrated proficiency in the use and care of firearms, restraint methods and equipment and emergency measures.
- Performed record searches used in the preparation of analytical reports and extracts.
- Instituted access control, proper restraints as appropriate for inmates custody classification.

### Federal Correctional Officer

#### Delta Corporation - 2010 - 2010

- Insured the safety and security of the inmates and facility itself by enforcing rules and regulations Maintained care, custody and control .
- Supervised and documented activity within the jail, including recreational activities, religious activities, work activities, telephone activity, .
- Im a Federal Correctional Officer and my duties are as follows; I work in a dorm setting and under my care I have at anytime 100 to 148 inmates Im .
- Supervision of federal inmates in a federal correctional institution and federal prison camp.
- Report writing, responded to emergencies, air/ground inmate transport and assisted visitors and staff.
- Interacted with inmates on a daily basis in order to maintain a safe and pleasant working environment Communicated with co-workers daily to ensure .
- Care, custody and control over federal inmates.

## EDUCATION

- Master Of Art

## SKILLS

Microsoft Office, Security, Law Enforcement.