

JACKSON TURNER

Assistant Jail Administrator

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PROFESSIONAL SUMMARY

Experienced professional in correctional facility management, bringing 5 years of expertise as an Assistant Jail Administrator. Demonstrated success in enhancing operational efficiency, ensuring safety compliance, and implementing effective inmate rehabilitation programs. Committed to fostering a secure environment while leading diverse teams to achieve operational excellence and compliance.

WORK EXPERIENCE

Assistant Jail Administrator

Quantum Solutions LLC

Mar / 2022-Ongoing

Phoenix, AZ

- 1. Oversaw daily operations of the corrections division, including security, medical, and maintenance services, ensuring adherence to safety protocols.
- 2. Developed and executed short and long-term goals for facility operations, aligning with departmental standards.
- 3. Prepared and submitted budgetary requests, conducting regular inventory and inspections.
- 4. Conducted interviews and investigations for hiring, fostering a skilled workforce.
- 5. Completed performance evaluations to enhance employee development.
- 6. Issued commendations and managed progressive discipline to maintain morale and accountability.
- 7. Implemented comprehensive staff training programs to ensure compliance with regulations and enhance operational effectiveness.

Jail Administrator

Crescent Moon Design

Mar / 2020-Mar / 2022

Portland, OR

- 1. Attended and led departmental meetings to discuss operational strategies and improvements.
- 2. Ensured compliance with Ohio Administrative Code standards for jail operations.
- 3. Managed budgetary requests and oversaw inventories and inspections for operational readiness.
- 4. Conducted interviews and hiring processes to build an effective team.
- 5. Performed employee evaluations to support professional growth.
- 6. Issued commendations and managed progressive discipline to uphold facility standards.

EDUCATION

Bachelor of Science in Criminal Justice

State University

Mar / 2018-Mar / 2020

Santa Monica, CA

Focused on criminal justice theory, correctional management, and rehabilitation practices.

SKILLS



ACHIEVEMENTS

- Developed and implemented training programs that improved staff performance by 20%.
- Led a team that achieved a 15% reduction in incident reports through enhanced safety protocols.
- Successfully managed a budget of over \$1 million while ensuring compliance with fiscal regulations.