

Robert Smith

Juvenile Correctional Officer/Consultant

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

PERSONAL STATEMENT

Excellent interpersonal skill, understanding the importance of staying in compliance with health, safety rules, procedures, policies and following guidelines, proficient in the use of office and clerical duties, as well as excellent communication and time management skills. Handles tasks with accuracy and efficiency.

SKILLS

Microsoft Office: Word,
Microsoft Excel,
Microsoft Access.

WORK EXPERIENCE

Juvenile Correctional Officer/Consultant

ABC Corporation - February 2006 - May 2010

Responsibilities:

- Monitored and provided crisis, on-site intervention for youthful offenders assigned to the institution.
- Provided a safe, secure and clean environment for the rehabilitation and custody of youth without endangering private citizens, other residents, staff or property.
- Prepare and maintain case folder for each assigned inmate or offender.
- Discuss with offenders how such issues as drug and alcohol abuse and anger management problems might have played roles in their criminal behavior.
- Investigate alleged parole violations, using interviews, surveillance, and search and seizure.
- Conduct prehearing and presentencing investigations and testify in court regarding offenders backgrounds and recommended sentences and sentencing conditions.
- Write reports describing offenders progress.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)

Juvenile Correctional Officer

ABC Corporation - 2005 - 2006

Responsibilities:

- Supervise the recreational and work activities of youthful offenders.
- Maintained order, safety and security of the facility.
- Conducted counts to ensure that youth were present and accounted for.
- Conducted searches and inspections of youth living quarters to locate contraband and ensure that all areas were clean.
- Counseled youth and assisted them in resolving personal problems.
- Responded to emergencies in a timely manner.
- Assist where needed..

Education

High School Diploma - (College Prep/Technical)