

# ROBERT SMITH

## Sr. Juvenile Corrections Officer

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

### SUMMARY

Proven ability to prioritize and complete multiple tasks with little or no supervision, proven leadership abilities, excellent interpersonal communication, twelve years' experience within the Criminal Justice field with two years of teaching experience at the Collegiate level.

### CORE COMPETENCIES

Microsoft Office, Administering Programs, Supervising Employees, Expressing Ideas Orally .

### PROFESSIONAL EXPERIENCE

#### Sr. Juvenile Corrections Officer

**ABC Corporation - August 1997 – August 2001**

##### Key Deliverables:

- Worked rotating shifts, weekends, holidays and overtime as needed.
- Participated in all training which included travel.
- Completed a Child Care & Indian Child Care Worker Position form to support suitability for tribal employment, to authorize a background investigation, and to certify the accuracy of all information.
- Participated and successfully passed tests for the presence of controlled substances as part of the pre-employment selection process.
- Implemented policies, procedures and techniques to ensure public safety, security and control of juvenile offenders.
- Maintained order ensuring sight and sound supervision of offenders.
- Inspected living units to locate contraband and to report on conditions affecting the health and safety of offenders.

#### Juvenile Corrections Officer

**Delta Corporation - 1992 – 1997**

##### Key Deliverables:

- Under general supervision, monitors and provides crisis, onsite intervention for youthful offenders assigned to the institution.
- Maintained a secure environment for youth Complied with security procedures and policies.
- Assisted in the needs of troubled youth Completed youth .
- Under general supervision, supervises lower-level staff.
- Monitors and provides crisis, on-site intervention for youthful offenders assigned to the institution.
- Provides a secure environment for the habilitation and custody of youth without endangering private citizens, other residents, staff or property.
- Managed up to about 32 youth, verifying that proper safety and security is provided.

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### EDUCATION

- Psychology - September 1993(Utah State University - Logan, UT)