

# Robert Smith

## Security Counselor II

### PERSONAL STATEMENT

Security Guard equipped with an excellent memory and awareness of surrounding people, events and facilities. Exercises sound judgment during crisis and emergency situations.

### WORK EXPERIENCE

#### **Security Counselor II**

**ABC Corporation - February 2011 - November 2014**

##### *Responsibilities:*

- Monitored inmate behavior to prevent crime, escape attempts and other dangerous activities.
- Assisted in restraining violent and unruly inmates.
- Safely transported inmates to and from work sites.
- Maintained records and logs of man hours, materials and equipment used.
- Continually monitored dormitories for inappropriate activity.
- Supervised the meal distribution and observed inmates during meals.
- Conducted pre-trip and post-trip equipment inspections of transport vehicles and equipment.

#### **Security Counselor**

**Delta Corporation - 2007 - 2011**

##### *Responsibilities:*

- Job Duties Provide facility security and residential care at the Minnesota Security Hospital in St.
- Peter, MN for patients committed by the courts to the Minnesota Sex Offender Treatment Program.
- Included providing counseling, implementing treatment plans, observing and documenting client behavior; encouraging client participation in program .
- State Lay Off) Provide direct care and security of dangerous, mentally ill patients by helping to implement treatment plans, help give informational .
- Help to enforce unit rules, encourage patients to participate in activities and programs along with helping to maintain a therapeutic environment.
- Perform other related duties as required.
- This is Dummy Description data, Replace with job description relevant to your current role.

### Education

High School Diploma in General Studies - (Elizabeth High School - Elizabeth, NJ)

### **CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
(123)-456-7899  
info@qwikresume.com  
[www.qwikresume.com](http://www.qwikresume.com)

### **SKILLS**

Microsoft Office,  
Photoshop, Excel, Email,  
Word, Customer Service,  
Quickbooks,  
Bookkeeping.

### **LANGUAGES**

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

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

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