

# ROBERT SMITH

## Assistant Security Counselor

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Drove passenger vehicles and trucks used to transport inmates to other institutions, courtrooms, hospitals, and work sites. Inspected conditions of locks, window bars, grills, doors, and gates at correctional facilities, in order to ensure that they prevented escapes. Responsible for safety of patients and other staff members Good eye for detail with the ability to stay organized at all times CPR/AED certified.

**APRIL 2014 - AUGUST 2015**

### **ASSISTANT SECURITY COUNSELOR - ABC CORPORATION**

- Ensured safety, security, and control is maintained within the facility through consistent and systematic application of established policies/procedures.
- Provided and ensured consistent, fair and humane treatment of clients during the course of daily activities.
- Provided and received information in an accurate, timely and dependable manner To be competent in the use of security, electrical, mechanical, electronic, and all other equipment associated with the position.
- Prepared for and responded to any unusual or emergency situations.
- Acted in a professional manner and set a good example both on and off the job.
- Used time wisely and to the benefit of the facility.
- Maintained a safe and secure environment for the treatment of clients.

**2011 - 2014**

### **SECURITY COUNSELOR - DELTA CORPORATION**

- Extensive training in security and safety for clients and staff Training and implementation of crisis intervention techniques Worked well with a team .
- In this position I provide security services supporting the overall safety of the Mens (M.I.C.A) homeless shelter.
- The primary goal of the position is to provide monitoring and oversight to the facility towards the provision of a safe and clean environment for .
- Responsibilities included monitoring residents behavior, maintaining an accurate head count, transporting residents and signing residents in and out .
- Was also responsible for monitoring the residents walk around behavior and visitations.
- Inspected the residents sleeping quarters and I monitored their ingestion of prescription and over the counter medications.
- Also include reporting and providing writing documentation of all accidents, and maintaining an orderliness and cleanliness through out the .

## **EDUCATION**

LADC State Certificate in Chemical Dependency (3.66 GPA) - 2015(Fond Du Lac  
Comminuty College - Cloquet, MN)

## **SKILLS**

Data Analysis, Time Management, Strong Interpersonal & Intrapersonal , Professional  
Demeanor, And Language .