

# ROBERT SMITH

## Associate Security Counselor

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

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### SUMMARY

A position where can utilize 5 Years of Law Enforcement and Investigation Experience, Transported inmates to and from medical and dental appointments, funerals, work details and court hearings. Wrote daily reports that included recommendations for further treatment strategies and diagnostic efforts.

### CORE COMPETENCIES

65+ WPM, Microsoft Office, Notary, Rules and Regulations/research.

### PROFESSIONAL EXPERIENCE

#### Associate Security Counselor

Minnesota Security Hospital - June 2012 – 2020

##### Key Deliverables:

- Worked as a Security Counselor at the Minnesota Security Hospital.
- Worked with Patients that have been Civilly Committed as Mentally Ill and Dangerous.
- Transported Patients from Unit to Unit.
- Make Sure the Unit is Safe for Staff and Patients at all Times.
- Completed Reports and Write in Patients Medical Charts.
- Remained Calm and Collected When Confronted with Stressful Situations.
- Counseled Patients and Help Them Through Their Treatment Programs.

#### Security Counselor

Delta Corporation - 2011 – 2012

##### Key Deliverables:

- Peter, MN Work as a Security Counselor in the Minnesota Sex Offender Program.
- Transport Prisoners from Unit to Unit.
- Make Sure the Unit is Safe for Staff and Prisoners at All Times.
- Complete Reports and Write in Prisoners Medical Charts.
- Work with Several Other Staff Memebers on a Daily Basis.
- Have Good Communication Skills with Distraught Prisoners and Handle Their Problems.
- Remain Calm and Collected When Confronted with Stressful Situations.

### EDUCATION

Bachelor of Science in Law Enforcement - 2004(Mankato State University - Mankato, MN)

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2259 Oak Street, Old Forge, New York, 13420

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