

# ROBERT SMITH

## Senior Correctional Officer I

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To obtain a challenging career with the opportunity for rapid promotion, giving the chance to use the skills have acquired and gain knowledge that can be used further in life as well.

## EXPERIENCE

### Senior Correctional Officer I

#### ABC Corporation - JULY 2007 - MAY 2011

- Received, or checked periodic inmate counts.
- Maintained order, disciplined, and security within assigned areas in accordance with relevant rules, regulations, policies, and laws.
- Maintained knowledge of, comply with, and enforce all institutional policies, rules, procedures, and regulations.
- Supervised and directed the work of correctional officers to ensure the safe custody, discipline, and welfare of inmates.
- Supervised or performed searches of inmates or their quarters to locate contraband items.
- Monitored behavior of subordinates to ensure alert, courteous, and professional behavior toward inmates, parolees, fellow employees, visitors, and the public.
- Completed administrative paperwork or supervise the preparation or maintenance of records, forms, or reports.

### Senior Correctional Officer

#### Delta Corporation - 2002 - 2007

- Box 700 Minersville, Pa.
- Minersville, PA 17954 United States 10/1994 - [ ] RETIRED Salary [ ] USD Per Year Hours per week 40 Series 0007 Pay Plan GL Grade 7 Senior .
- Went from a Correctional Officer to a Senior Correctional Officer.
- Detached to Federal Bureau of Prisons for custody support.
- Several awards for government cost saving ideas.
- Member of Disturbance Control Team.
- CHEM-DRY OWNER AND OPERATOR Carpet Cleaning Owner and Operator for 3 Franchises - Lawrenceburg, Frankfort, KY.

## EDUCATION

- High School Diploma in Diploma - (Proctor R. Hug - Reno, NV)

## **SKILLS**

Microsoft Office, Quickbooks, Customer Service, Sales, Accounting.