

# Robert Smith

## Senior Correctional Officer

### **CONTACT DETAILS**

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### **PERSONAL STATEMENT**

To Secure a Position Where I Can Use my Current Skill Set in Order to Maximize Productivity For The Company Work For.

### **WORK EXPERIENCE**

#### ***Senior Correctional Officer*** **ABC Corporation - August 2005 - March 2008**

##### *Responsibilities:*

- Involved the performance of security, movement, transportation and physical restraint of combative and assaultive inmates inside education, dining, housing unit, recreation yard and visitation areas of the facility.
- Trained of New hire Correctional Officers in their daily duties through out the facility in numerous post on how to properly pat down inmates for weapons and or drugs, search inmate cells, day halls.
- Discussed in a classroom setting on different ways offenders might try to escape either from transport vehicle or other means through out the facility and discuss in an open forum of what to look for such as suspicious activity or security tampered devices.
- Conducted hearings on offenders who were written up for violation of Colorado Revised Statues as well as violating Posted operational rules of the facility.
- Conducted investigations on internal complaints and violations of rules and regulations according to policies and procedures.
- Monitored and tracked disciplinary and corrective actions , Certified to take urine samples from offenders and staff for drug testing.
- Hired and terminated offenders for jobs with in the housing unit, submitted their monthly pay using a citrix computer program which was linked to the accounting department.

#### ***Senior Correctional Officer*** **Delta Corporation - 2000 - 2005**

##### *Responsibilities:*

- Duties, Full Operational Senior Correctional Officer providing supervision of staff and inmates inside an Adult Medium security correctional institution housing unit.
- Duties involve the performance of security, movement, transportation and physical restraint of combative and assaultive inmates inside education, dining, housing unit, recreation yard and visitation areas of the facility.
- Training of New hire Correctional Officers in their daily duties through out the facility in numerous post on how to properly pat down inmates for weapons and or drugs, search inmate cells, day halls, dining halls, recreation yards for possible contraband by showing them how to properly search for hiding places and altered security devices and operating security cameras and how to look for suspicious activity ect; Conduct investigations on internal complaints and violations of rules

### **SKILLS**

Typing, Filing, Making Keys, Words, Excel, Switchboard.

### **LANGUAGES**

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

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

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

- and regulations according to policies and procedures.
- and write reports on findings; monitor and track disciplinary and corrective actions , Certified to take urine samples from offenders and staff for drug testing.
- Hired and terminated offenders for jobs with in the housing unit, submitted their monthly pay using a citrix computer program which was linked to the accounting department.
- Conducted financial account operations and procedures according to the tracking system for all 284 assigned offenders within assigned housing unit to verify for any discrepancies such as Child support payments, Restitution payments, Money Deposits from family and/or withdrawals for commissary order for goods.
- Contact accounting department personal if there were any discrepancy on the offenders account to resolve the issue.

## Education

Academics - (Cameron County High School Emporium - Emporium, PA)