

# Associate Senior Correctional Officer

## ROBERT SMITH

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### Objective

Seeking full time employment within the criminal justice field in which able to utilize education, knowledge and experience.

### Skills

Verbal, Written, Computer, Time Managment, Interpersonal .

### Work Experience

#### Associate Senior Correctional Officer

**ABC Corporation** - March 2010 – May 2015

- Implemented supervision, security, and treatment practices to ensure safe living environments while contributing to the growth and change of residents in a correctional setting.
- Helped counsel and rehabilitated residents by listening to their needs and complaints, offering advice and making sure they are referred to the appropriate treatment program.
- Effectively supervise and work in a group setting serving as a positive role model to both residents and staff trainees.
- Communicated professionally orally and in writing.
- Maintained records/documentation and prepare reports.
- Settled disputes between two or more inmates by performing restraint techniques and de-escalation practices in accordance with procedures and training.
- Operated master control, opening doors within the facility.

#### Senior Correctional Officer

**Delta Corporation** - 2008 – 2010

- Provide supervision and security of inmates in a wide spectrum of activities and situations.
- Ensure policy and procedure are being effectively enforced by communicating with inmates and staff on many different levels daily.
- Responsible for preparation of incident / investigative reports used for DHO and legal procedures.
- Supervise inmates in a prison, escort to appointments.
- Wood St.
- Springfield, SD 57062 605-369-2201 Starting \$12.72 / Ending \$14.79 Lt.
- Include personal protection and safety of employees, visitors and property.

### Education

Bachelor's of Science in Criminal Justice - (Virginia Commonwealth University - Richmond, VA)