

ROBERT SMITH

Senior Correctional Officer/Manager

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

SUMMARY

Objective is to work for a thriving company that will appreciate hard work and dedication.

CORE COMPETENCIES

Military, Management, Leadership, Excel, Word, Outlook, Enthusiastic, Organized, Computer.

PROFESSIONAL EXPERIENCE

Senior Correctional Officer/Manager

ABC Corporation - January 1995 – September 2005

Key Deliverables:

- Transported inmates to court appearances, the jail, courtrooms and doctors appointments.
- Directly supervised the day-to-day of inmates in the secure facility.
- Scheduled and coordinated corrections staff yearly training meetings Prepared the weekly inmate behavioral reports to be reported to the case workers.
- Prepared daily logs, progress reports and records on inmates behaviors and documented findings in inmates records.
- Vigorously observed and recognized positive and/or negative changes in inmates behavior.
- Successfully operated the command control center and initiated the movement of all inmates through the facility.
- Prepared incidents reports concerning inmates disturbances as well as injuries.

Senior Correctional Officer

Delta Corporation - 1990 – 1995

Key Deliverables:

- In charge of the correctional officers on my shift Performed all movements on the Recreation yard.
- Called chow for inmates.
- Was the team leader for the S.O.R.T team Facility Armory Officer and key and lock repairman.
- Georgia Department of Corrections, Washington State Prison, 13262 Hwy 24 East, Davisboro, GA [] - [] - Correctional Supervisor/ Sergeant Supervisor .
- Supervised inmates and was one of the assistant supervisors to approximately 30 officers per shift.
- Completed daily administrative documentation to ensure procedures were in compliance with local, state, and federal regulations Ability to meet and .

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- Duties of a correctional officer are maintain safety and security of self, others, and the community.

EDUCATION

BS in Criminal Justice - (Bethune Cookman University - Daytona Beach, FL)

