

Robert Smith

Senior Correctional Officer/Director

CONTACT DETAILS

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PERSONAL STATEMENT

Briefly summarize qualifications. Degrees in Education and History. In addition to teaching in American public schools for seven years, traveling and teaching for eight years.

WORK EXPERIENCE

Senior Correctional Officer/Director **ABC Corporation - May 2007 - August 2010**

Responsibilities:

- Supervised a minimum of 120 inmates in living quarters, dining areas, visiting room and recreational areas.
- Counseled with inmates concerning the importance of maintaining a high level of sanitation, personal hygiene and self-preservation as they prepare to enter back into society.
- Provided positive feedback to supervisors and colleagues during shift briefings.
- Submitted memorandums and reports that are clear and concise in a timely manner, ensuring that the information is easily understood.
- Formulated work assignments for inmates according to their mental and physical ability.
- Compiled incident and accident reports and conducting interviews of witnesses when inmates are injured.
- Submitted suggestions to the supervisor that improve the orderly running of the institution.

Senior Correctional Officer **Delta Corporation - 2005 - 2007**

Responsibilities:

- Central Responsible for the security, safety and control of adult male inmates in a federal prison Directly responsible for Intake/Orientation unit .
- April 2008 thru January 2011 My duties consist of maintaining the security of the institution and controlling inmate contraband.
- Keep an up to the minute inmate accountability roster and make sure the inmates perform their daily duties or report to their details when they are .
- Report any abnormal activities, incidents, and suspicions to my shift supervisor when brought to my attention.
- Supervised inmates and inmate activities in accordance with company policies and procedures.
- Maintained facility lock and security systems including lock repair and key cutting.
- Supervised inmate work crews outside of the facility.

SKILLS

Air Assault,Combat
Lifesaver, Javelin missle
certified.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

Education

General Studies - (ChIPLEY High School - ChIPLEY, FL)