

Robert Smith

Senior Correctional Officer

Phone (123) 456 78 99

Email: info@qwikresume.com

Website : www.qwikresume.com

LinkedIn: [linkedin.com/qwikresume](https://www.linkedin.com/qwikresume)

Address: 1737 Marshville Road, Alabama

SUMMARY

Very reliable, a quick learner, a hard worker, and well organized. Accounting student, Looking for opportunities as an accounting/administrative assistant. Personal and professional references available upon request.

SKILLS

EKG, HemoCue, Urinalysis, DCA 2000, ICD -10-CM, CPT Coding, E-Clinicals, MediSoft,, Microsoft Word, Microsoft PowerPoint,.

WORK EXPERIENCE

Senior Correctional Officer

ABC Corporation - May 2007 – August 2010

- Regularly completed physical security checks of the facility, to include but not limited to opening, closing and responding to alarm sounds.
- Prepared incidents reports concerning inmates disturbances as well as injuries.
- Regularly completed physical security checks of the facility, to include but not limited to opening, closing and responding to alarm sounds.
- Supervised staff and inmates Ensure the safety of staff and inmates Discipline the inmates according to the policy and procedures of Correction.
- Monitors visits between inmates and personal visitors.
- Supervises periods of recreational activity.
- Maintained a complete and accurate log of all activities and incidents during shift.

Senior Correctional Officer

Delta Corporation - 2002 – 2007

- Contributed to the agency's public safety mission by supervising offenders in an institutional setting.
- Provided security over adult offenders at the institution and while in transport; supervised the daily activities of offenders while observing and .
- Interacted with visitors, staff, offenders and public to maintain orderly and secure operations.
- Jarratt, VA 1990 to 1993 Senior Correctional Officer Responsible for safety and direct supervision over maximum security male inmates.
- Ensured that departmental operational procedures were adhered to.
- Maintained proper documentation Supervised the movement of inmates Trained to use and demonstrate proficiency with a variety of firearms Conducted .
- To provide and maintain security to the entire facility Conduct formal and informal count of the inmates Sign daily post orders Maintain an accurate .

EDUCATION

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