

Senior Officer Specialist

ROBERT SMITH

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Objective

Looking for employment where can use background in institutional leadership to positively contribute to the company.

Skills

Interpersonal Communication, Microsoft Office.

Work Experience

Senior Officer Specialist

ABC Corporation - September 2007 - December 2012

- Instructs Senior and Junior staff on preparation of written logs, property logs, fire and security reports, and incident reports.
- Knowledgeable in BOP policy, Post Orders, Program Statements, and Contingency Plans.
- Supervises Junior staff in various tasks in activating an institution and their professional development.
- Assista new officers in applying for new positions as well as proper completion of memorandums for collateral duty such as BPT and DCT.
- Assists staff members in completing Cross Development, FEMA and NIC courses.
- Explains institutional procedures to new staff and answered questions on the Bureau Policies as well as explained and demonstrated the safe operation of equipment.
- Maintains accountability for all assigned inmates on a daily basis and ensuring they are aware of and adhere to BOP rules and policies in order to maintain a secure and safe environment for staff, inmates and the general public.

Senior Officer Specialist

Delta Corporation - 2004 - 2007

- Supervise inmates in living quarters; inspect and operate security devices; respond to emergency situations; - Comply with national and local Bureau .
- Responsible for selling union contracts to institution personnel o Responsible for monitoring telephone and in-person correspondence between .
- Monitor phones and cameras as part of Special Investigative Services for terrorism and abnormal behavior.
- Conduct urinalysis and drug identification testing on inmates.
- Prepare documents for court proceedings.
- This is a federal job Duties, Accomplishments and Related Skills.
- `{job_description27}`

Education

Bachelor's - 2002(Federal Law Enforcement Training Academy - Glynco, GA)