

# ROBERT SMITH

## Senior Officer Specialist I

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Implementing programs to meet individual needs of the offender. Seek opportunity to use experience within a well-established organization. Look to demonstrate talent for working with diverse organizations and all levels of management.

## EXPERIENCE

### Senior Officer Specialist I

#### FCI - 2015 - 2020

- Supervised and afforded correctional guidance to over 3,500 inmates of all custody and care levels, pre-trial and female offenders.
- Supervised 90 correctional officers; assisting them with ways of improving their work performance, correctly interpreting policy and handling problems while dealing with the inmate population; while assigned as acting Lieutenant.
- Completed evaluations of job performance and nominated employees for incentive awards.
- Conducted 11 perpetual audits, bringing more than 20 discrepancies into compliance with the policy.
- Completed over 100 thorough investigations into reported violations of prohibited acts including low, moderate, high, and greatest severity incidents.
- Regularly instructed classes on policy and tactical procedures.
- Wrote clear, concise, thorough and accurate incident reports, memorandums and work orders.

### Senior Officer Specialist

#### Delta Corporation - 1999 - 2001

- Supervised inmates in housing units, work details, and recreation programs.
- Worked a variety of security posts.
- Member of Disturbance Control Team.
- Member of Special Operations Response Team.
- To protect the society by confining offenders in controlled environments of prisons and community-based facilities that are safe, humane, cost .
- Conduct counts to ensure all inmates accounted for, to prevent escapes, and to maintain as nonviolent an environment as possible, ensuring as safe a .
- Provide oversight of inmate activities within the confines of the institution.

## EDUCATION

- Bachelor's in Health Care Administration - (Kaplan University Chicago - Chicago, IL)

## SKILLS

Management, Organizing.