

ROBERT SMITH

Asst. Senior Officer Specialist

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To obtain a Senior Officer Specialist position with FedEx by using education and experience in industrial and correctional facility environments. Highly motivated with the ability to learn things quickly, use new ideas effectively, and provide extraordinary work ethics while working in a team effort or on an individual assignment. Count on reliability and dependability to get the job done right the first time while keeping safety the number one priority.

MAY 2009 - 2020

ASST. SENIOR OFFICER SPECIALIST - FEDERAL BUREAU OF PRISONS

- Supervises a variety of staff and inmates to ensure compliance with policies and procedures and report any corrupt or unethical behavior.
- Maintains security and inmate accountability to prevent disturbances, assaults, and escapes.
- Communicates and listens to staff and inmates in a professional manner, using communication skills to prevent arguments and possible assaults, and follow up without direct supervision.
- Works outdoors in a volatile environment while keeping safety the number one priority.
- Meets the needs of the Agency by agreeing to flexible shift lengths, times, and mandatory overtime when need arises.
- Works with a diverse group of co-workers and inmates to create a functional team and safe working environment.
- Prepares and submits written incident reports, work orders, sensitive and confidential documents, Fire and Safety inspection reports and respond to inmate requests.

2006 - 2009

SENIOR OFFICER SPECIALIST - DELTA CORPORATION

- During the activation phase worked Control Room Officer.
- Set up the Control Center, working on SENTRY related issues, I installed security mirrors around the institution.
- Shadow boarded the tools in the Control room.
- Gave training to new staff regarding the functions of the Control Room.
- Supervisor Capt.
- Involved in the activation of FDC Philadelphia.
- During the activation phase, developed a plan to raise cell beds up to the second floor level by utilizing a lift jack and a drill to accomplish a speedy and safe way to handle heavy beds.

EDUCATION

Bachelor of Liberal Arts in Criminal Justice - August 2004(NORTHWESTERN STATE UNIVERSITY - Natchitoches, LA)

SKILLS

Management, Organizing.