

Robert Smith

Associate Senior Officer Specialist

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

Senior Officer Specialist conduct Health Surveillance, Epidemiology, and Analysis; Disease and Injury Prevention; and PH Consultation and Support for the benefit of active duty service members, retirees, and their families.

SKILLS

Management, Organizing.

WORK EXPERIENCE

Associate Senior Officer Specialist

ABC Corporation - July 2001 - January 2002

- Develops, plans and implements communication strategies for Warfighter Wellness and Health Promotion programs and field activities.
- Determines Warfighter Wellness and Health Promotion programs' needs and issues within the clients environment, and manages expectations of communications products.
- Provides guidance for copy, design and development of graphics for brochures, briefs and other and Warfighter Wellness and Health Promotion communications products.
- Researches new content to develop for communication products.
- Confers with senior administrators regarding complex subjects in order to maintain coherence of communications products.
- Gathers intelligence, investigated incidents and collected evidence to substantiate institutional and/or criminal violations.
- Protects the general public by maintaining custody and control over inmates being escorted into the community via automobile, bus, charter aircraft and commercial aircraft, and by keeping convicted offenders within the secure perimeter of the correctional facility.

Senior Officer Specialist

Delta Corporation - 1996 - 2001

- Senior Officer Specialist Responsible for the detention, protection, supervision, control and accountability of approximately 900+low, medium and high inmates to include Mental Health, Special Medical Need inmates, District of Columbia inmates, pre-trial and general population inmates.
- Performed duties as Acting Activities Lieutenant, Control Center Officer, Rear Gate Officer, Special Housing #1 Officer, Visiting Room Officer, Front Lobby Officer, Compound and Unit Officer.
- Provided support for inmate air lifts and medical trips to include various lengths of stay at numerous medical facilities throughout the state.
- Conducted Institutional Counts, lock-down census and accountability checks.
- Conducted random area searches in housing units and common areas of the institution, pat searches and visual (strip) searches of inmates.
- Performed breathalyzer and urinalysis testing.
- Conducted training with less seasoned Correctional Officers in proper procedures and operations of critical posts.

EDUCATION

Master's in Criminal Justice Administration - (Western New England University)