

ROBERT SMITH

Criminal Justice Officer

info@qwikresume.com | <https://Qwikresume.com>

An accomplished office professional with over 26 years of experience, most effective in an environment that can utilize past experience as well as the knowledge, while stimulating growth and opportunity. A resourceful, dependable individual with the proven ability to perform the task, attention to details and learns quickly.

MAY 1995 - MARCH 2012

CRIMINAL JUSTICE OFFICER - ABC CORPORATION

- Instruct employees or provide on-the-job training.
- Maintain knowledge of, comply with, and enforce all institutional policies, rules, procedures, and regulations.
- Maintain order, discipline, and security within assigned areas in accordance with relevant rules, regulations, policies, and laws.
- Monitor behavior of subordinates to ensure alert, courteous, and professional behavior toward inmates, parolees, fellow employees, visitors, and the public.
- Supervise and direct the work of correctional officers to ensure the safe custody, discipline, and welfare of inmates.
- Complete administrative paperwork or supervise the preparation or maintenance of records, forms, or reports.
- Supervise activities such as searches, shakedowns, riot control, or institutional tours.

1993 - 1995

CRIMINAL JUSTICE - ABC CORPORATION

- Correctional Officer - 40 hours plus overtime Trained to use a 9mm pistol and shotgun.
- Operated main controls at different buildings to open and close doors during inmate traffic at request of Rover officer.
- Operated outer gates that lead to other buildings and used a key to open certain gates.
- Checked for identification of all personnel entering the facility.
- Conducted main control which consisted of issuing restraints, keys, cameras, and chemical agents out to officers and maintained log of activities.
- Escorted inmates to designated locations, conducted pat searches of inmates and cell searches and confiscated any contraband..
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

N/A 18 hours toward associates in Drafting design (Oilfield 101 Certificate-2012)
- 1991(Coastal Bend College - Beeville, TX)

SKILLS

12+ Yrs Mid Level Manager, Fork Lift Certified, PEC Card/training Baker Hughes,
Warehousing.