

ROBERT SMITH

Sr. Criminal Justice

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Obtain a job working in the Criminal Justice Field to enhance the quality of life in the Probation/Parole Officer field by working cooperatively with the public and within the framework of the U.S. Constitution to enforce the laws, preserve the peace, reduce fear and provide for a safe environment.

CORE COMPETENCIES

Typing, Fax, Personal computer, Microsoft office.

PROFESSIONAL EXPERIENCE

Sr. Criminal Justice

ABC Corporation - November 2012 – June 2013

Key Deliverables:

- Trained in self-defense tactics and first aid/CPR.
- Escorted inmates to/from infirmary or lay-ins.
- Worked trustee camp which required outdoor supervision of inmates.
- Worked both General Population and Administrative Segregation.
- Responded to emergencies involving inmates, such as fights or suicide attempts.
- Conducted headcounts to ensure that each prisoner is present Monitored conduct of prisoners in housing unit Searched prisoners and conducted shakedowns of cells for valuables and contraband, such as weapons or drugs.
- Guarded facility entrances to screen visitors Maintain records of prisoners identification and charges Processed or book convicted individuals into prison.

Criminal Justice

ABC Corporation - 2007 – 2012

Key Deliverables:

- Correctional Officer III To maintain order in a maximum security prison.
- Learn all rules of the facility and enforce rules and standards to be certain that inmates act in an orderly way.
- Enforcement procedures include arbitrating disputes between inmates, performing disciplinary action and performing inspections Account for all inmates and security staff.
- Does health and welfare security checks to ensure that inmate and inmate housing are in proper order.
- Inspect inmates, their visitors, their mail and the cells they occupy for any items that violate rules of the facility.
- Check the facility for fire hazards, conditions that dont meet sanitary standards, regulatory infractions and tampering of objects meant to bar entry.
- Help keep the public safe.

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EDUCATION

- Certificate in Criminal Justice - (Dallas County Community College District)