

# ROBERT SMITH

## Sr. Correctional Lieutenant

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

### SUMMARY

Individual seeking a position to best utilize strong leadership, management and team membership skills in business.

### CORE COMPETENCIES

Word, Excel.

### PROFESSIONAL EXPERIENCE

#### Sr. Correctional Lieutenant

ABC Corporation - June 1998 – April 2010

##### Key Deliverables:

- Commanded the Complex Tactical Support Unit supervising the 35 Tactical Officers.
- Oversaw the unit operating budget Directly supervised 5 Sergeants and indirectly supervised 47 correctional officers.
- Completed performance appraisals on Correctional Sergeants and assisted them with their appraisals of their assigned Correctional Officers.
- Tracked and calculated employee pay for each pay period.
- Completed all daily, weekly and monthly unit operations reports Provided sub-professional counseling to defuse situations concerning both staff and inmates.
- Performed duties and exercised delegating responsibility and authority providing security, order and discipline of inmates in a variety of assignments within or outside institution.
- Completed documentation on inmate issues, achievements, infractions Advised inmates regarding behavioral and personal needs, and assisted with program referrals such as psychological, substance abuse, education, vocational, work incentive pay, prison life information, job placement and other related programs.

#### Correctional Lieutenant

Delta Corporation - 1997 – 1998

##### Key Deliverables:

- conducted roll call, completed a roster for the next shift, completed payroll package, responded to any and all emergencies.
- Supervised staff on their daily routine.
- completed full report on any incident that happened through the facility.
- Index Code 505 (Class Description & Specifications) I left this assignment to accept a position as Undersheriff.
- Directed and coordinated the day-to-day operational activities of the corrections Division through subordinate supervisors and officers; conducted .
- Initiated personnel actions (recruitment, promotion, discipline) in order to maintain an effective and efficient work force - conducted annual .
- This is Dummy Description data, Replace with job description relevant to your current role.

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### EDUCATION

- BS- (Arizona Tactical Support Unit Academy)