

# ROBERT SMITH

## Asst. Corrections Specialist

[info@qwikresume.com](mailto:info@qwikresume.com) | <https://Qwikresume.com>

Accomplished Office Administrator with expertise in diverse areas including Motivational Interviewing Planning and Organization Team Management Office Management Stress Management Evidence-Based Practice.

### JUNE 2012 - 2020

#### ASST. CORRECTIONS SPECIALIST - SALT LAKE COUNTY SHERIFF

- Entered sensitive information into county database (OMS), run BCI background checks & serve warrants.
- Handled Cash, the proper process of confidential information File all incoming business reports.
- Handled all court documents pertaining to prisoners while providing excellent customer service for judges, clerks, law officers, and other jurisdictions.
- Spoke with Judges in assigning bail to prisoners daily.
- Ensured diligence in processing prisoner court-ordered documents.
- Able to handle aggressive and sensitive communications situations when needed.
- Worked well independently or with a team to meet current goals.

### 2008 - 2012

#### CORRECTIONS SPECIALIST - DELTA CORPORATION

- Take inbound calls from clients who want to update their account information to Deliver messages to parole agents Make outbound calls to verify.
- Performed custody, care, and control to the assigned inmate population.
- Worked effectively in nearly every area of the facility, including armed towers, gate security, special housing units, armed escorts and death row.
- Maintain order and prevent escape from the county jail system.
- Possess the ability to be fair and impartial when dealing with inmates and yet avoid arousing antagonism.
- The ability to operate security devices and equipment.
- Able to interact with inmates and co-workers to establish and maintain an effective working relationship.

## EDUCATION

Bachelors in Psychology - December 2009(University of Phoenix)

## **SKILLS**

Office Manager, Supervisor, Team Lead.