

Robert Smith

Assistant Correctional Lieutenant I

PERSONAL STATEMENT

To obtain a position that will allow to flourish within the company and grow while utilizing administrative skills maximizing and people oriented skills.

WORK EXPERIENCE

Assistant Correctional Lieutenant I

NC Department Of Corrections JCI - April 2003 - 2020

Responsibilities:

- Prepared monthly work schedule for 20 staff members, assign staff to rotating duty positions to include outside inmate medical supervision and record their hours worked.
- Qualified Expert with revolver and semi-automatic pistol.
- Served 9 years as First Sergeant of the elite prison emergency response team.
- Mentored for new employees.
- Trained in use of Scott AIR-PAK SCBA.
- Supervises subordinate officers regarding their assigned tasks with inmates in a state corrections facility.
- Responsible for the officers activities relating to the custody and welfare of inmates.

Correctional Lieutenant

Delta Corporation - 1999 - 2003

Responsibilities:

- Supervise Correctional Officer staff toward maintaining the care, custody and control of greater than two-thousand inmates Assign subordinate .
- school, work, laundry.
- Supervise 40-50 Staffs Overseeing Shift Operation At A Prison Setting.
- Conduct Fire /Sanitation Inspections, Ensuring Staffs And Inmates Are In Compliance With Policies And Procedures/.
- Responsible for safety and security of a 750 male inmate facility Managed 40 correctional officers Responded to medical emergency and assist with .
- Supervised daily tasks to make sure all tasks were completed in a timely manner Completed employee evaluations and all appropriate documentation.
- Institutional Security Squad, Gang Investigator, Watch Commander and Program Lieutenant.

Education

Vocational in Private Investigation - (Penn Foster Career School - Scranton, PA)

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Computer Proficiencies:
Microsoft Office Suite.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)