

Robert Smith

Criminal Justice III

PERSONAL STATEMENT

To obtain a position as a leader to create, manage and participate in a variety of learning activities that provide opportunities for personal growth and reintegrate individuals into society.

WORK EXPERIENCE

Criminal Justice III

ABC Corporation - May 2014 - August 2014

Responsibilities:

- Respond to emergencies; perform first aid.
- Transport/release offenders with attention to the health, safety, and security of other officers.
- Use the deadly force (firearms or chemical agents) when needed.
- Read, review and evaluate offender records.
- Completes, checks, and processes official papers and documents.
- Organized committees to plan scope and format of events, to establish and monitor budgets, and to review administrative procedures and event progress.
- Monitored event activities to ensure compliance with applicable regulations and laws, a satisfaction of participants, and resolution of any problems that arise.

Criminal Justice

John Jay College - 2013 - 2014

Responsibilities:

- College Assistant - Student Transition Programs Work Closely with Associate Director of Department.
- Assist in planning Orientations, Accepted Students Day, and Commencement events.
- Manage front office.
- Created the Guidebook guide for the departments student leaders.
- Assist in supervising and mentoring student leaders.
- Scheduling events, and managing calendar of student leaders..
- This is Dummy Description data, Replace with job description relevant to your current role.

Education

Master's in Counseling & Guidance - 1985(University of Texas-Pan American - Edinburg, TX)

CONTACT DETAILS

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

SKILLS

Internet Browser, Word, Excel, Microsoft Outlook, Calculator, 10 Key Adding Machine, Excellent In Reading And Writing English And Spanish, Honest, Respectful, Responsible, Class C-standard Driver's License, Spanish/English, GED Instructor, ESL Instructor.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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