

# ROBERT SMITH

## Lead Criminal Justice

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

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### SUMMARY

Maintain a long term employment and advance through different jobs related to specific career choice in Computer Science within that particular employer. Establish long term working relationships with people and co-workers, through this position, that can assist me in learning new things.

### CORE COMPETENCIES

Computer, People, Handset, & Assembler.

### PROFESSIONAL EXPERIENCE

#### Lead Criminal Justice

**ABC Corporation - July 2013 – January 2015**

##### Key Deliverables:

- Complete inmate releases, interview new arrivals, taking personal information, medical history, work history, and family contacts.
- Make new hard copy files while creating computer-generated files to match, figure sentencing on multiple charges discounting good time.
- Fingerprint, picture and run criminal history and warrants checks using law enforcement databases.
- Systems used were Microsoft Word, Excel and PowerPoint.
- Law Enforcement only programs used were ACCESS/WACIC, Live Scan, and Crossmatch.
- Maintain inmate food budget and place orders with vendors.
- Create court dockets, file and organize inmate hard files.

#### Criminal Justice

**ABC Corporation - 2010 – 2013**

##### Key Deliverables:

- Aguadilla campus Held various administrative positions including Sub-Director for the Continuing Education Program and Assistant to Dean of Non Traditional Studies supervised academic programs, handled budget for program and supervised all operations.
- Managerial experience in retail to include supervision of operations, budget planning and control, staff recruiting and training, also performed administrative and undercover tasks for loss prevention department.
- Experience in electronics manufacturing industry product auditing also designed and offered safety trainings and performed site inspections in compliance with Federal and local regulations.

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- Tourism industry experience as Secretary and Administrative Auxiliary for the Puerto Rico Tourism Company and at Communications Department for Hyatt Regency Grand Cypress.
- Writer for various newspapers and magazines.
- FEMA call center experience..
- This is Dummy Description data, Replace with job description relevant to your current role.

### EDUCATION

Criminal Justice - (American Corrections Academy - Burien, WA)

