

ROBERT SMITH

Sr. Corrections Specialist

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SUMMARY

Corrections Specialist position manages Corrections Programs in the Parole Services area by implementing state laws, rules, and regulations; developing content areas and resources for assigned program activities

SKILLS

Technical Institute, Mooresville, NC Automotive.

WORK EXPERIENCE

Sr. Corrections Specialist

U.S. Army - June 2012 – 2020

- Interprets and comprehends agency goals and objectives, policies and procedures.
- Promotes departmental priorities, services, and actions internally and externally.
- Gather, interprets, reports, and use information concerning assigned activities.
- Assesses program effectiveness and recommend changes or alternatives.
- Trains and provides guidance to staff and service users; and
- Establishes and maintains effective working relationships with staff and the public.
- Manages statistical information and reports with assistance from parole secretaries.

Corrections Specialist

Delta Corporation - 2008 – 2012

- Maintained custody, control, and accountability of inmates in the domiciles, on work detail, and when on temporary release.
- Supervised inmates during daily activities to ensure facility rules and routines were followed.
- Responded to any emergencies within the facility and took action as necessary.
- Assisted facility to meet American Correctional Accreditation standards with a score of 97%.
- Corrections officer.
- Security, Directing and managing residents as part of a team for Community Corrections Answering phones and secretarial duties involved with.
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SCHOLASTICS

- Associates in Business Administration - (Grantham University)