# **Corrections Specialist**

# ROBERT SMITH

Phone: (123) 456 78 99 Email: info@qwikresume.com Website: www.gwikresume.com

LinkedIn:

linkedin.com/qwikresume Address: 1737 Marshville Road,

Alabama.

### **Objective**

Seven years as Distance Learning Analyst for the Observer Trainer Academy, a component of the Brigade Command and Battle Staff Training program of the Mission Command Training Program. - Sixteen years as a Security Specialist and Law Enforcement Officer for the Air Force and private security firms. Fourteen years as a Corrections Officer with the Air Force and private Corrections.

#### Skills

MS Office, Management.

### **Work Experience**

#### **Corrections Specialist**

ABC Corporation - October 1979 - July 1992

- · Announced calls for inmates to report for daily activities.
- Inventoried and dispensed medications to inmates at prescribed times.
- Conducted counts and lockdowns.
- Helped in the largest, most destructive and violet riot in the Disciplinary Barracks history.
- Volunteered to be part of a twenty man team, to enter the courtyard to access the situation and to talk inmates into reporting back to their domiciles peacefully.
- · Chosen as part of the Honor Guard for the Air Force Dining out.
- Assisted with counseling inmates and making sure they got to their appointments and assigned work stations.

## **Corrections Specialist**

#### **Delta Corporation** - 1975 - 1979

- 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.
- Assisted parole officers in maintaining current and updated records of the offender on parole Fielded incoming phone calls and followed up with.
- Supervision of confinement and detention operations External Security to facilities Counseling/guidance to individual prisoners with a rehabilitative.
- Supervises confinement facility operations, counseling, management, training and employment of military prisoners in confinement/corrections facility.

### **Education**

GED - (Community College of the Air Force)