

Robert Smith

Corrections Sergeant II

PERSONAL STATEMENT

Corrections Sergeant position with growth-oriented company offering opportunity for advancement and professional development.

WORK EXPERIENCE

Corrections Sergeant II

ABC Corporation - November 2001 - February 2016

Responsibilities:

- Earned a reputation as a valuable and cooperative coworker by being fair, honest, and willing to help others when needed; effectively resolving conflicts at appropriate times; and assisting new officers to become familiar with policy and operations of the prison.
- Helped prioritize work schedules and delegated assignments to officers in unit.
- Experienced instructing self defense and control tactics.
- Established individual and group rapport.
- Coordinated with all departments, operations and administration, to ensure smooth operation of the Living Unit of 275 offenders.
- Regarded by all employees for friendliness, hard work and the ability to learn new procedures very quickly.
- Given the opportunity to work all facets of the facility.

Corrections Sergeant

Delta Corporation - 2000 - 2001

Responsibilities:

- Included Shift supervisor; maintained state and county detention records.
- Conducted and cooperated with internal investigations; Booking; Court security; Court proceedings; Coordinated facility staffing/training; Camera .
- Death Row supervisor for six months.
- Control room sergeant for twelve months.
- Relief sergeant for 18 months.
- Supervised staff of 120, maintain timesheets, scheduling rosters, received and distribution of reports daily.
- Supervised daily operations of Lorain County Correctional Facility located in Elyria, Ohio Maintain safety and security of 30 Correctional Officer.

Education

Associate in Radio and TV Broadcasting - (Brown Institute)

CONTACT DETAILS

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

SKILLS

E-Mail, MS Office,
Management

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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