

ROBERT SMITH

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

SUMMARY

Offering experience in Public Safety and Corrections. Certified Fire Fighter and a CPR Instructor. A trained individual with certifications in Command and Control through the Missouri Sheriff's Association. Corrections Officer for Sheriff's Department. Well-rounded team player who works well with other employees and always provides a high level of enthusiasm.

CORE COMPETENCIES

Forklift certified Counseling skills, Typing 50 Wpm, Communication Skills, Team Building, Team Leadership, Teamwork.

PROFESSIONAL EXPERIENCE

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ABC Corporation - 2008 – 2009

Key Deliverables:

- provided safety and security to the inmates in a firm fair and consistent manner assisted cert team in emergency situations.
- Assisted in training new corrections officers within the first week at the jail worked with protective custody inmates and high-risk inmates.
- Serve legal documents issued by the Courts to include Subpoenas, documents issued by Circuit, District or Probate Courts.
- Locate person to be served, using telephone directories, state, county, and city records, or public utility records, and deliver the document.
- Maintained above ninety percent success rate in locating and serving all persons to be served.
- Independent process service that acted as a liaison between collection agencies, law firms, city of Sioux Falls and debt-bound households.
- Ability to produce consistently accurate work even while under pressure.

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Self Employed - 2007 – 2008

Key Deliverables:

- Handling and serving legal documents, such as Eviction Notices, Summons, & Subpoenas.
- Investigate to find the residents and/or employment of the listed person/persons.
- Have worked with several lawyers, businesses, and individuals while working here.
- I have built a positive reputation for myself while working this business.
- Have worked for companies/ businesses such as A+ Rentals, McCormicks Furniture Store, George Partains Law Office, and many many more.
- There are references available.
- Skills Used Searching Locations, Investigating Individuals, Typing and Professionalism..

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EDUCATION

- BS