

Robert Smith

Corrections Specialist

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SUMMARY

Flexible and versatile - able to maintain a sense of humor under pressure. Poised and competent with demonstrated ability to easily transcend cultural differences. Thrive in deadline-driven environments. Excellent team-building skills. 7 years Experience Corrections Specialist 19 Months.

SKILLS

MS Office, Management.

WORK EXPERIENCE

Corrections Specialist

ABC Corporation - July 2009 - August 2011

- Responsible for initial receipt and processing of prisoner, including cataloging and securing personal effects, performing searches for contraband, fingerprinting, documenting identifiable tattoos and marks, and explaining standard operating procedures of the facility.
- Prepared prisoner for transport to court, personally verifying proper restraints were in use and protocol followed.
- Ensured all personal effects were returned and all brig property was turned in and accounted.
- Performed and fully documented regularly-scheduled prisoner inspections according to individual prisoner personal risk.
- Led prisoners through a specified daily schedule, informing them of events and ensuring timely completion.
- Served as the main point of coordination for communication and control within brig, including maintaining contact with all required parties outside of brig (ie - MPs) and controlling the opening and closing of main brig gates.
- Processed all personal visitors and maintenance personnel, ensuring no contraband was allowed past the security perimeter.

Corrections Specialist

Delta Corporation - 2008 - 2009

- Made outbound phone calls to participants on electronic monitoring devices to check locations Assisted probation officers in the monitoring of.
- Maintained custody and control of inmates Received awards for outstanding training.
- Was responsible for taking calls from offenders in several different states that were on electronic monitoring, which involved me taking over a 100.
- The Department of Youth Services works to protect the public and prevent crime by promoting positive change in the lives of youth committed to ours.
- Conducted daily intervention group sessions with incarcerated youth.
- Managed all daily living responsibilities to ensure the safety and security of the institution and surrounding commonalities.
- Administered Goal Setting workshops and reintegration training.

EDUCATION

Bachelor of Science in Criminal Justice, Cum Loude - (Hilbert College - Hamburg, NY)