

Robert Smith

Corrections Specialist II

CONTACT DETAILS

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PERSONAL STATEMENT

Corrections Specialist provides a wide variety of secretarial support functions, including accounts receivable/payable and timekeeper functions. This incumbent will also be the liaison between management, other organizational units, and external and internal customers.

WORK EXPERIENCE

Corrections Specialist II

U.S. Army - August 2012 - 2020

Responsibilities:

- Serves as Internment Resettlement Correctional Specialist protecting lives and property, guarding inmates at the United States Disciplinary Barracks at Fort Leavenworth, Kansas.
- Assigns to provide physical security for detainee operations during overseas assignment.
- Conducts head counts to ensure that each prisoner is present.
- Monitors conduct of prisoners in housing unit, during work or recreational activities, according to established policies, regulations, and procedures, to prevent escape or violence.
- Records information, such as prisoner identification, charges, and incidences of inmate disturbance, and keep daily logs of prisoner activities throughout the whole day.
- Searches prisoners and vehicles and conduct shakedowns of cells for valuables and contraband, such as weapons or drugs.
- Inspects mail for the presence of contraband.

Corrections Specialist

Delta Corporation - 2010 - 2012

Responsibilities:

- Answered calls in a high volume call center for the Illinois Department of Corrections; 20 calls per hour.
- Data entry for parole agents.
- Recorded messages for various personnel.
- Ensured that proper state-mandated guidelines have adhered in regards to Confidentiality and Disclosure.
- Ensured the safety and welfare of all prisoners and staff during my tour of duty.
- Responsible for enforcement of rules and regulations of the correctional facility.
- Maintained constant control and supervision of all custody level prisoners.

Education

Master's in Arts - (Elder High School - Cincinnati, OH)

SKILLS

Microsoft Office,
Communication,
Communication, Filing,
Faxing.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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