

Correctional Sergeant

ROBERT SMITH

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Objective

Expertise in interpersonal relations, decision making, delegation and encouraging teamwork by providing support and promoting enthusiasm while maintaining a positive, professional atmosphere.

Skills

Certified First Aid, AED Instructor 2009, Q.P.R.

Work Experience

Correctional Sergeant

ABC Corporation - March 2012 - July 2014

- Directly managed three Correctional Officers and oversaw officers workloads.
- Conducted disciplinary hearings on inmates. Conducted urinalysis tests on staff and inmates.
- Scheduled officer work schedule and vacation time. Evaluated the performance of the officers.
- Communicated daily reports to contracting agencies and corporations.
- Acted as liaison between facility and contracting agency.
- Enforced safety and security procedures for staff and inmates. Oversaw record filing of the disciplinary records.
- Maintained an open line of communications with supervisors keeping them informed of important information.

Correctional Sergeant

ABC Corporation - 2011 - 2012

- Supervised subordinate staff.
- Ensured the safety and security of the unit.
- Supervised 700 or inmates.
- Make the schedules for the sergeants.
- Enforce the policy and procedures of the NCDPS.
- Made schedules for the officers.
- Made post assignments..

Education

Computer Science - 2003(Southwestern Oklahoma State University)