

# ROBERT SMITH

## Sr. Deputy Jailer

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

### SUMMARY

To obtain a position as an deputy Jailerthat will help expand my already outstanding leadership, teamwork, direction following, and customer service skills to the next level and that will also offer flexible hours and a great starting salary.

### CORE COMPETENCIES

Microsoft Work, Excel, And Power Point.

### PROFESSIONAL EXPERIENCE

#### Sr. Deputy Jailer

**ABC Corporation - August 2005 – February 2015**

##### Key Deliverables:

- Received and booked detainees by performing such tasks as fingerprinting, photographing, issuing uniforms and assigning jail cells.
- Completed and maintained all arrest and booking reports.
- Supervised inmates during in-house activities such as bookings, meals, recreation and visits.
- Ensured safety and health of prisoners.
- Recorded information such as prisoner identification, charges and incidences of inmate disturbance.
- Searched prisoners and cells for valuables and contraband, such as weapons and drugs.
- Received and approved cash bail and fines.

#### Deputy Jailer

**Delta Corporation - 2003 – 2005**

##### Key Deliverables:

- Communicated with inmates Completed cell checks multiple times per day Supervised inmates while performing my duties in the kitchen Executed bookings,.
- Completed all proper documentation and submitted to supervisor.
- Monitored inmate behavior to prevent crime, escape attempts and other dangerous activities.Conducted internal security checks and distributed meals.
- Responsible for supervising inmates and their daily activities such as meal time, court and attorney visits, recreational times and the overall day .
- Responsible for ensuring the safety of myself, fellow deputies, police officers, other visitors of the facility and the community.
- Always early to work and willing to help out in other areas when needed.
- Do walkthroughs and check on inmates.

### EDUCATION

2259 Oak Street, Old Forge, New York, 13420

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- Bachelor's in Criminal Justice - 2011(University of Phoenix-Online Campus - Phoenix, AZ)