

SAM SMITH

123 Any Street ▪ Any Town, USA 12345

Mobile Telephone: 123.456.7890 ▪ Home Telephone: 123.456.7890 ▪ Email: samsmith@hotmail.com

SEASONED CRIMINAL JUSTICE PROFESSIONAL WITH 20 YEARS OF INDUSTRY EXPERIENCE

PROFESSIONAL PROFILE

A detailed and solutions-oriented criminal justice professional with advanced training, extensive experience, and a demonstrated track record of success working with diverse client populations in both civilian and military environments. Effective communicator and decisive leader with inherent ability to establish rapport and develop trust quickly, manage all types of personalities, diffuse stressful situations, proactively resolve issues, and react appropriately in crisis situations. A team player consistently recognized for capacity to exercise courtesy, firmness, and fairness, build and maintain solid relationships with co-workers, and interact effectively with all levels of support staff and management including local, state, and federal agencies. Strong interpersonal, organizational, analytical, and problem-solving skills. Committed to ongoing continuing education and professional development. Excellent written, oral, and technical aptitude. Microsoft Office and Defend program proficient.

CORE COMPETENCIES

- *Case/Records Management*
- *Motivational Interviewing*
- *Intake Procedure Management*
- *Investigation & Analysis*
- *Data Administration*
- *DNA Collection/Fingerprinting*
- *Personnel/Staff Supervision*
- *Information Security*
- *Home Detention Monitoring*
- *Background/Record Checks*
- *Gang Identification*
- *Violation Tracking/Reporting*
- *Risk Management/Avoidance*
- *Behavior Management*
- *Electronic Records Management*

EDUCATION

Associate of Science in Criminal Justice Technology
Florida Community College, Jacksonville, Florida

CERTIFICATIONS/ADVANCED TRAINING

- Certified Correctional Officer ▪ CJIS Certification/Recertification
- Annual Hand Gun and In-Service Training ▪ ICS for Single Resources and Initial Action Incidents
- Limited Access Terminal Operator ▪ Unity Community "TC" Immersion Training

MILITARY SERVICE

Private (E1), United States Navy - Honorably Discharged

PROFESSIONAL CHRONOLOGY

ABC Company **Any Town, USA** **Oct. 1990 - Present**
Correctional Officer

- Thorough knowledge of local laws, ordinances, and state statutes as it relates to the criminal justice system.
- Uncommon ability to make decisions and take prompt and effective action in emergency/crisis situations.
- Ensured compliance with constitutional rights, state guidelines, and standard operating procedures.
- Conducted field investigations; initiated conversations with employers regarding job performance of inmates on work furloughs.
- Collaborated with counterparts in the home detention program; monitored inmate movement.
- Supervised inmate work crews; transported inmates in for drug treatment out to work with different city organizations as a condition of their release.
- Processed new detention facility inmates/arrivals.
- Assigned inmates to housing areas and posted inmate schedules.
- Prepared clear and concise incident and disciplinary reports; presented information.
- Conducted inmate and facility counts via computer printouts; balanced/reconciled counts based on race, sex, and age, and inmates received and released from the facility.

Selected Accomplishments:

- Instrumental in the successful launch/opening of the new facility.
- Two-time Officer of the Month Nominee out of more than 1,500 eligible employees.
- Recognized by the Agency, Sergeant, and Divisional Chief with a Certificate for training new officers and newly assigned supervisors in the intake area, work with home detention and work furlough, and overall job knowledge, skills, and professionalism.