

Maxine Curry

Correctional Officer

AREAS OF EXPERTISE

Crowd control

Custody duties

Rehabilitating prisoners

Maintaining order

Arrest procedures

Emergency response

Team meetings

PROFESSIONAL

French speaker

First Aider

PERSONAL SKILLS

Passionate

Forward thinking

Focused

Hard working

CONTACT

Maxine Curry
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Driving license: Yes
Nationality: British

PERSONAL SUMMARY

A firm but fair Correctional Officer who is able to quickly command the respect and confidence of inmates, detainees and fellow staff members. Maxine is a true professional who does not hesitate to take prompt and decisive action in emergency situations. She will display maturity and professionalism at all times, and always acts in accordance with established regulations and procedures. During her career, she has worked in minimum, medium, and maximum security institutions. Right now, she is looking for a suitable position within a large adult correctional facility.

WORK EXPERIENCE

Company name – Location

CUSTOMER ACCOUNT MANAGER Jun 2013 – Present
Responsible for enforcing the institutions polices and maintaining effective custody, care, and control of inmates during their time there.

Duties:

- Carrying out daily inspections of locks, window bars, grills, doors, fences and gates.
- Evaluating a prisoner's progress during their time inside and then writing reports.
- Employing weapons or force to maintain discipline and order in any disturbances.
- Talking to offenders about any personal problems or concerns that they may have.
- Monitoring the conduct of inmates throughout the day & documenting all incidents.
- Breaking up fights amongst inmates & helping to resolve disputes that started them.
- Writing reports on the behaviour of prisoners, then presenting findings to governors.
- Checking in dozens of visitors who have come to see inmates on visiting day.
- Overseeing the feeding of prisoners at breakfast, lunch and dinner times.
- Supervising inmates who have been assigned to work in the kitchen to make food.

Company name - Location JOB TITLE Dates (i.e. Aug 2011 – Jun 2013)

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KEY SKILLS AND COMPETENCIES

- Mentally strong and able to deal with daily incidents of threats, abuse, and violence.
- Only using the correct amount of force to physically control disruptive inmates.
- Respecting cultural differences and able to work with people from all backgrounds.
- Able to accurately, promptly & professionally follow formal & informal instructions.
- Always acting as a perfect role model for prisoners and junior members of staff.
- Confident in being able to pass the strictest of background and security checks.
- Willing to undertake any required correctional officer training that may be required of new employees.

ACADEMIC QUALIFICATIONS

Nuneaton University **2008 - 2011**
BSc (Hons) Sales Management

Coventry Central College **2005 - 2008**
A levels:
Maths (A) English (B) Technology (B) Science (C)

REFERENCES – Available on request.



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