

TSQUARED CONSULTING

New York, New York • (908) 823-1782 • results@tt2consulting.com



Thrives in environments that are mission-driven, team-oriented, fast-paced, and high achieving.

Excellent communication skills with diverse constituents (teachers, parents, children, board members); clear writer, facilitator and public speaker.

Dedicated and passionate professional with demonstrated high standards of professional conduct and excellent leadership experience seeking a position in the education sector.

Passion for educational excellence partnered with the ability to work effectively with departmental administrators, students, faculty, and students.

VALUE ADDED

Strong Belief in High Standards | Leadership/Mentoring | Problem Diagnosis/Resolution | Relationship Development | Business Savvy | Multi-Project Oversight | Dedicated Team Player | Personal Accountability

PROFESSIONAL EXPERIENCE

New York State Department of Corrections

New York, New York

CORRECTIONAL OFFICER

2005 - Present

- Provide professional custody and control of 104 male inmates in medium security facilities during day and night shifts; includes inmate discipline, escape prevention, and supervision of inmate movement and work activities.
- Complete rounds with assigned areas, observing surroundings to identify suspicious behavior. Monitor visitations and conducted cell/body searches for contraband. Secured outside perimeter.
- Control access across facility by surveying activities through monitors, identifying personnel and inmates, and ensuring proper authorization to enter designated areas.
- Maintain control of units in accordance with prison practices including calling for officer assistance during altercations and locking down facility. Manage health emergencies of prisoners.
- Complete paperwork and maintain logs to provide accurate head counts. Physically accounts for each inmate as well provide the next shift with essential information.

PSCH

Elmhurst, New York

CASE COORDINATOR II

2004 - 2005

- Performed intake interviews of referred families; conducted pre-placement follow-up including documentation and information exchange with referring agency.
- Maintained an active caseload providing interventions as needed and within area of expertise.
- Handled service plans reviews every 45 days; adjusted and amended the plans as necessary.
- Participated in workshops and trainings designed to increase skills in related areas.

Help USA

Brooklyn, New York

HOUSING SPECIALIST

2003 - 2004

- Assisted in developing, implementing and revising individual treatment plans suitable to client's needs.
- Maintained both client and program records in accordance with the Department of Homelessness Services guidelines.
- Managed a caseload of 50 clients and served as the liaison between clients and landlords.

EDUCATION

Bachelor of Science in Criminal Justice | Candidate May 2015

John Jay College, New York, New York

Associate of Science in Criminal Justice | 2002

Johnson & Wales University, Providence, Rhode Island

CERTIFICATIONS & COMPUTER SKILLS

New York State Peace Officer, First Aid/CPR, Cultural Diversity and Sexual Harassment, and Microsoft Office (Word, Excel, PowerPoint).