

Dedicated and passionate professional with demonstrated high standards of professional conduct and excellent leadership experience seeking a position in the education sector. Strong belief in high standards for student achievement with the ability to work effectively with departmental administrators, students, faculty, and students.



QUALIFICATIONS

- Proven ability to proactively lead by example and respond positively to feedback.
- Meets challenges head on; works well under stressful situations and in a fast-paced setting.
- Team player; maturity, humility, strong work ethic, follow-through, sense of humor, and "roll-up-my-sleeves" attitude.
- Adept at multitasking within fast-paced, high-pressure situations with the proven ability to learn and develop skills.
- Excellent communication skills with diverse constituents (teachers, parents, children, board members); clear writer, facilitator and public speaker.

PROFESSIONAL EXPERIENCE

CORRECTIONAL OFFICER

2005 - Present**New York State Department of Corrections****New York, New York**

- 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.

CASE COORDINATOR

2004 - 2005**PSCH****Elmhurst, New York**

- 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.

HOUSING SPECIALIST

2003 - 2004**Help USA****Brooklyn, New York**

- 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).