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## Classification Officer Resume

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### Job Objective

Seeking an opportunity by filling a Classification Officer position to help the right organization boost productivity and benefits.

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### Highlights of Qualifications:

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- Huge supervisory experience in a correctional setting
  - Extensive knowledge of booking and intake
  - Highly level of computer and communication skill
  - Exceptional written and verbal communication ability
  - Excellent ability in maintaining records, files and reports
  - Ability to promote confidence and integrity of inmates and staff
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### Professional Experience:

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Classification Officer

The Geo Group, Annapolis Junction, MD

August 2005 – Present Supervised and reviewed employees' work.

Carried out employees' assessment and provided appropriate feedback.

Sought assistance of community services in counseling and correcting offenders

Formulated rehabilitation plans for every inmate.

Supported counseling process by determining inmates' problems and personality traits.

Monitored offenders' progress through follow-up interviews.

Classification Officer  
MyFlorida, Annapolis Junction, MD

May 2000 – July 2005 Reviewed and assessed history and progress of wrongdoers.

Ensured offenders or inmates requirements and problems are identified in consultation with family members.

Recommended offender's conditional release or institutionalization.

Designed informational packets and maintained case folder.

Provided assistance to social organizations and agencies regarding rehabilitation of inmates.

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### Education:

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Bachelor's Degree in Sociology

Saint Martin's College, Lacey, WA

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