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# PROBATION OFFICER RESUME

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## Summary:

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A top-notch professional with vast experience in managing offenders under probation; provides exemplary rehabilitation services and other activities for the offenders; recognized as a team player and performer, consistently completes work proficiently; a results-oriented individual with an exemplary track record of success in arbitration, negotiation, subrogation review, field appraisal and claims management, personal development, quality control and scheduling

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## Professional Experience:

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Chief Probation Officer January 2007 – present  
US Probation & Pretrial Service, Albany, NY

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## Responsibilities:

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Monitored offender's behavior and activities under probation.

Monitored all reports gathered by probation subordinates that pertain to the activities and rehabilitation of offenders under probation or on a parole.

Recommended actions to prison directors, jury and to the judge on whether an offender should be sentence or release from jail.

Provided rehabilitation programs for the offenders to cope up with the environment and to other individual outside the prison or to the real world.

Managed all probation cases of different offenders.

Prepared and provided pre-sentence reports of offenders to help judges and the jury on deciding what sentence should be for the offenders.

Assistant Probation Officer May 2004– January 2007  
U.S. Courts, Oakland, CA

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## Education:

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Master of Science in Criminal Justice, Stanford University, CA, 1999  
Bachelor of Science in Criminal Law, Stanford University, CA, 1997

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## Skills:

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- Driven and determined
- Good communication skills, both written and verbal
- Good negotiating and interpersonal skills
- Strong organizational skills
- A high standard of computer literacy

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## Awards and Honors:

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Dean's Lister, Stanford University, 1997

American Federation of State, Country and Municipal Employees, Member

American Probation and Parole Association, Member

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