

Justin Sweetin

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Work Experience

Correctional Officer IV

TDCJ - Huntsville, TX

June 2019 to Present

Started my career with our Youthful Offender Program at the Ellis Unit. YOP is for male offenders from the ages of 13-17. Worked very closely with our unit warden and Security Threat Group (STG) to ensure proper procedures and protocols were being followed since the program is very scrutinized. After being over YOP for about a year the warden requested I be moved over to our G5 block which is our high custody offenders to take over and get the wing properly running.

Office Manager/Bookkeeper

Flash HVAC

June 2017 to March 2018

Day to day office duties including filing paperwork, taking client calls, dispatching e.t.c.

- Processed billing, deposits and orders on a daily basis
- Managed office
- Processed payments
- Responsible for outgoing communications
- Processed mail

Ranch Hand

S&S Cattle Co. - Bedias, TX

May 2015 to May 2017

Work as a ranch hand on our family ranch. Bailing and hauling hay, working cattle, training horses, fixing fences and whatever else needs to be done.

Intern

Stone Ridge - Willis, TX

September 2016 to March 2017

Worked from 1-7 on weekdays and occasionally on Saturdays when needed. Cleaned kennels and clinic, fed and bathed animals, administered shots, drew blood and other samples, receptionist, restocked food and medicine cabinets/freezers and whatever else was needed.

Busser and Food Runner

Fajita Jacks - Montgomery, TX

February 2015 to June 2016

Bussed tables and cleaned up restaurant after closing. Ran food to tables when needed and was also host when needed due to short staffing.

Education

Associate in Criminal Justice

Willis High School - Willis, TX, US

September 2013 to May 2017

Skills

- Security
- Receptionist
- Customer service
- Vital Signs
- All Microsoft software (8 years)
- Customer Service Skills
- Equine Experience
- Time Management
- Training
- Law Enforcement
- Conflict Management
- Patient Care
- Scheduling
- Law Enforcement
- Computer Skills

Certifications and Licenses

First Aid Certification

Driver's License

CPR Certification