

Jane West
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Summary of Qualifications

Corrections Technician Intern experience with understanding of the precursors to criminal behavior and social barriers due to behavioral disability. Comfortable working cooperatively with social service agencies. Clean driving record and background check.

Education

A.A.S, Criminal Justice Administration, Portland Community College 2009

Achievements

- Presidents list and Honors list
- Criminal Justice Club Secretary – take meeting minutes and prepare for dissemination
- Manage full time parenting and full time schooling with limited time, resources and budget.

Internship

Correction Technician Intern, Multnomah County Justice Center, Portland, OR 2009

- Contact defendants for community service documentation, court date reminders and other information
- Assist defendants per phone to locate community service providers
- Meet defendants in courtroom after sentencing to explain community service procedure, screen applications and match defendant to appropriate job depending on interest, ability and conviction restrictions
- Listen to callers request, assess and address concern or refer them to appropriate personnel
- Maintain defendant individual file integrity and pull files for court dates and follow up calls
- Observe defendant behavior to determine mental capacity, and sobriety and ability to carry out the sentence
- Contact providers and Parole Officers to provide updates and exchange information

Competencies

- Comfortable using office equipment and MS Outlook, and Call Pilot
- Handle defendants who are upset and feel frustrated and attempt to resolve situation immediately
- Monitor behavior and redirect negative activity and attitude
- Understand criminal thinking and its relationship to drug/alcohol abuse
- Apply ethical behavior in all situations and understand how power and trust can be misused
- Understand gang culture and the difficulties youth face in finding themselves without positive parent support

Employment Summary

Warehouse/Assembler, Pirates Jewel, Portland, OR 2001-2006
Child Care Provider, State St. School, Portland, OR 1994-1995