

Rochelle Gross
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OBJECTIVES:

To obtain a responsible, challenging position in a related field which will expand my areas of professional experience and credentials with further career potentials and provide additional opportunities for broader knowledge and growth by utilizing a fresh approach.

SUMMARY OF QUALIFICATIONS

Experience in Human Relations, Public Relations, Supervision, and Community Programs, Program Implementation, Finance, Computer, and Office Skills.

EDUCATION

8/80 – 5/82 BA University of North Florida. Sociology Major. Psychology Minor. Certificate in social Welfare. Dean's List. UNF Academic Scholarship Recipient.

8/78 – 5/80 A.A. Florida Junior College at Jacksonville. Sociology Major. Member of Phi Theta Kappa Honorary Society. FCJ Academic Scholarship Recipient. Dean's List. Student Assistant/Math Tutor.

JOB DUTIES

Responsible for the day to day operation and overall planning and administration of a Community Correctional Facility for Female Offenders. Oversaw the security, safety and environment of inmates, by developing and maintaining operating procedures. Trained, directed, supervised, and motivated staff. Provided custody, care, and control of inmates. Ensured that appropriate implementation and enforcement of rules, policy, and operating procedures. Trained staff and inmate in CPR, First Aid, Aids and related fields. Supervised and coordinated Pre-Release, Citizen Volunteers, and Staff Training. Instrumental in organizing the third highest rated Community Correctional Center in the nation as recognized by the U.S Dept of Justice and the National Council on Crime and Delinquency.

WORK HISTORY

1998 – Present Retired Correctional Officer Sergeant - Dept. of Corrections
1986 – 1998 Correctional Officer Sergeant-Dept. of Corrections/Duval CCC
1982 – 1986 Correctional Officer Counselor-Dept. of Corrections/Duval CCC

CONTRIBUTIONS

1988 Present Yearly inclusion in Marquis Who's Who Biography
1990 Outstanding Citizen Volunteer Coordinator Award
1991 Big Brother Big Sister Volunteer of the Year Award
1998 Award of Excellence/Best Community Facility Program

REFERENCES: Furnished Upon Request.