

Sheena Smith

Indianapolis, IN 46235

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Work Experience

Floor Cover Local 364

United Brotherhood of Carpenters-Indianapolis, IN

May 2022 to Present

- Perform work while assisting a Journeyman or Apprentice in all aspects of construction.
- Strong working knowledge of job site safety as well as ability to complete a company specific safety orientation.
- Trained in different positions to cultivate strong and diverse skill set.
- Developed strong familiarity with skills and best practices of assigned trades.
- Professional manner working with and around general public

Living Unit Coordinator- Work Release

Hamilton County Corrections-Noblesville, IN

March 2021 to March 2022

- Followed and promoted compliance with established security procedures.
- Safeguarded facility access, monitoring entrances and screening visitors.
- Upheld safety, security and discipline by enforcing facility rules and regulations.
- Provided rehabilitative influence on participants through leadership and attentive interaction.
- Built and maintained trust-based working relationships with participants, supervisors, and coworkers.
- Strong communication and interpersonal skills to interact effectively with residents, staff, and outside agencies
- Proficiency in relevant software and documentation system

Deputy Jailer

BOONE COUNTY JAIL-Burlington, KY

March 2018 to August 2020

- Maintains order in the jail and invokes disciplinary measures when necessary
- Processes inmates into the jail (pat down, search belongings, and strip search when necessary)
- Escorts inmates inside and outside the jail applying restraints as needed (medical, recreation, pre-trial, court, emergency, and attorney visits)
- Conducts cell searches and inspects facility for cleanliness
- Responds to emergency calls within facility

Education

Associate of Applied Science

Ivy Tech Community College-Remote

May 2022 to Present

High school Diploma

Elwood Community High School-Elwood, IN

Certifications and Licenses

OSHA 10**Powered Industrial Truck Operator**

October 2023 to October 2027

Industrial Fork Truck and Rough Terrain

OSHA 30**Construction Site Safety Management and Leadership**