

Jazmin Suarez-Apodaka
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Objective: Achieve and exceed targets and goals by implementing strategies which will improve the employers' performance, efficiency and morale.

Professional Experience:

Department of Justice, United States Marshal Service
Deputy Candidate
Central District of California, Federal Courthouse
350 W 1st St., Los Angeles, CA 90012
December 2022-Current

Duties: As a Deputy Candidate for the United States Marshal Service, I assist with cell block operations such as, processing new intakes, transporting inmates to and from courts and sitting in court hearings with inmates. As part of the intake process, I fingerprint new commits, and input their information in our database, swab them for a DNA sampling, and detain them until their court hearing. When sitting in court hearings with inmates, my duty is to provide protection to the inmate, and to the Judge.

Department of Justice, Federal Bureau of Prisons
Correctional Officer
Metropolitan Detention Center, Los Angeles
535 Alameda St, Los Angeles, CA 90012
(213) 485-0439
April 2020 - December 2022

Duties: As a correctional officer, I am responsible for the supervision of inmates. I am concerned with the maintenance of the institution's security contributing to the health and welfare of inmates and promotion of good public relations. I enforce rules and regulation governing the facility's security, inmate accountability and inmate conduct to ensure that judicial sanctions are carried out and inmates remain in custody. I instruct inmates regarding proper sanitation, personal hygiene, work habits, proper use and care of tools and equipment, attitudes and behaviors. I maintain the control and discipline of inmates in all

areas of the institution. I am skilled in the identification of narcotics and narcotic paraphernalia, searching of inmates, inmate housing units or inmate work areas, and I can apply counseling and guidance skills and techniques in order to effectively influence the attitudes, behavior and work habits of inmates. I have the authority to enforce criminal statutes and/or judicial sanctions, including investigative, arrest and/or detention authority on institutional property and may be authorized to carry firearms and use physical force, when needed, to maintain control of inmates. I am able to work with all types of inmates, including those with emotional disorders and disruptive patterns, in an effective, firm and fair manner. I remain constantly alert and have a special ability for alertness requiring keen mental and physical effort and am aware of group or individual tensions, alert to unpredictable behavior, and generally sensitive to signs of trouble which could result in injury. I possess initiative, sound judgment and a positive approach and the ability to make on-the-spot decisions. I have comprehensive working knowledge of the principles and techniques of penology to effectively advise and counsel inmates regarding domestic, institutional, emotional and adjustment problems.

Freelancer for Fragrances - Part-Time/ Seasonal
Montclair Plaza Mall
5060 N Montclair Plaza Ln,
Montclair, CA 91763
Seasonal/ when needed

Duties: As a freelancer for fragrances, I am responsible for building client relationships, closing sales, demonstrating products and displaying them in a presentable manner, and maintaining a pleasant selling area.

Boys Republic (Case Manager) – Full-Time
1907 Boys Republic Drive
Chino Hills, CA 91709
(909) 628-1217
October 2018 – April 2020

Duties: As a caseworker, I was responsible for the supervision of youth in a residential setting and participated in various aspects of the treatment program including: facilitation of daily group sessions, family groups, counseling, preparation of treatment plans, case management, and academic advisement. I would conduct group and/or individual guidance and counseling sessions dealing with treatment adjustments, probation, release planning, and interpersonal communications. The individual counseling sessions varied in methods and intensity relevant to the individual's problems, ranging from complex family circumstances and behavioral issues to developing new adjustment techniques. I had to

think strategically and creatively to recommend adequate courses and goals for students to meet. I created systematic course of actions for each student progress report review to ensure completeness. I reviewed each student's history to make individual recommendations based on their past/present behaviors, success/failures, and individual needs. I was responsible for preparing diagnostic studies, collecting, interpreting, understanding, analyzing and evaluating factual information reflecting development and circumstantial factors for assigned caseload of students. I served as the primary liaison with assigned probation officers and courts in reporting student's program progress, readiness or lack of readiness for release, and resources in the community relevant to the desirability of the student's release. I actively developed program planning by presenting cases to the treatment director by coordinating case management services with other treatment departments and correctional disciplines. I constantly arranged follow-ups with requests from social workers, attorneys and probation officers regarding students' cases such as, progress, treatment development, and information regarding their permanency plan after the completion of their program. I prepared special progress reports that were sent to the courts and probation officers every month regarding the progress or lack of progress of the students. I analyzed data and the history of the students which would help me determine the appropriate classifications for students. I had a strong understanding and was up-to-date with current philosophy, guidelines, discipline, visitation, correspondence, administrative remedies, probation regulations, and substance abuse programs and treatment. I stayed abreast of changing policy and supported organizational development and systematic changes to policies.

MG Properties Group (Leasing Consultant) – Full-Time

730 Via De Luna #01

Corona, CA 92882

(951) 272-0111

September 2016 – October 2018

Duties: As a leasing consultant, I assisted current residents and prospects on a daily basis. Through my ability to multi-task, I am regularly answered phone calls while working on the computer. Daily, I utilized Craigslist for marketing, while possessing excellent computer skills as it pertains to such software as Yieldstar, Yardi plus, Yardi Voyager, Resident Check, Word, Excel and many other software programs. I provided apartment tours for future residents, while taking into consideration their needs to ensure they find the perfect home. I was also responsible for interior designing the mini-model and model homes, which gave future residents an idea of the dimensions and spacing. I was also in charge of scheduling and organizing resident events every month. My goal was to get the community involved and familiar with each other to have harmony and peace within the

community, which aided in resident retention. I leased an average of 8 to 10 apartments a month.

Higher Ground (Mentor) – Internship
1535 E Broadway
Anaheim, CA 92805
(714) 833-5087
February 2018 – June 2018

Duties: Provided mentorship for youth and their families in at-risk communities in Anaheim and surrounding areas. Worked with elementary, middle, and high school youth who experienced a variety of obstacles in their daily lives, such as poverty, discrimination, language barriers, abusive situations, addictions, unstable homes, difficulties in school, and peer pressure. Additionally assisted in providing a positive, uplifting impact on their lives through sports and educational support.

Education:

California State University of Fullerton:

Bachelor of Arts Degree in Sociology (Concentration on crime and deviance)
Minor in Criminal Justice, May 2018

Bilingual: English (speak, read and write), Spanish (speak, read and write)