

CONRAD T. SMITH

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CASE MANAGEMENT | LAW ENFORCEMENT | REPORTING

MILITARY TRAINING • CONFLICT RESOLUTION • RECORDS MANAGEMENT

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Recognized for excellent attention to detail and superb organizational skills leading to success in complex and demanding schedules.

- Adept at prioritizing and multitasking diverse responsibilities in fast-paced environments while maintaining accuracy and goals.
- Experience coordinating and managing communications between numerous entities to achieve outstanding results and error-free operations.
- Leverage case management expertise and reporting skills to excel in working with at-risk adolescents.
- Consistently recognized by superiors for demonstrating outstanding leadership.

RECCOMENDATION

“Sergeant Smith’s professionalism and selfless dedication represent the highest ideals of what it means to be a non-commissioned officer and a leader.”
- First Sergeant Chad Jones

PROFESSIONAL EXPERIENCE

UNITED STATES ARMY RESERVE; City, ST

Mar. 2009 - Present

EMERGENCY CARE SERGEANT

- Managed 30+ soldiers as squad leader. Served as first response to battle field injury; administered dressings and tourniquets in an emergency situations. Updated and implemented all unit trackers. Managed inventory of medical supplies and reported/researched any discrepancies.
- Created weekly reports regarding location/status of unit soldiers when deployed for 10+ months.
- Managed operations, processes, and procedures. Coordinated all communication and detailed information for the successful execution of the unit’s assigned tasks.
- Promoted to Operations Non-Commission Officer In Charge (NCOIC). Oversaw the accountability, health, morale, training, and development of 75 soldiers. Implemented and led physical training and remedial training.
- Served as Equal Opportunity Leader and Unit Prevention Leader. Created reports on incidents.
- Consistently recognized by superiors for routinely demonstrating leadership well above rank.
- Selected as one of only nine medics to provide support to task force which consisted of over 380 U.S. soldiers.
- Assisted in planning and coordinating 137 missions which logged over 146,000 miles.

HOSPITAL; City, ST

Jul. 2004 – Aug. 2007

LEAD PSYCHIATRIC TECHNICIAN

- Implemented treatment plans and facilitated treatment groups. Managed difficult cases and followed through on treatment plans while patient was in custody.
- Oversaw daily activities and processes on unit with adolescents facing legal repercussions and presenting with psychiatric and mental issues, including suicide watch.
- Supervised mental health technicians. Delegated duties in regards to charting, one-on-one assignments, and group activities. Conducted interviews with patients and families.

MILITARY RECOGNITION

- Army Commendation Medal
- National Defense Service Medal
- Global War on Terrorism Expeditionary Medal
- Overseas Service Ribbon
- Global War on Terrorism Services Medal
- Army Service Ribbon
- Non-Commissioned Office Professional Development Ribbon

EDUCATION

BACHELOR OF SCIENCE IN HEALTH & HUMAN PERFORMANCE; University; City, ST