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# SARAH JOHNSON

## Adult Probation Officer



(404) 555-1234



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Atlanta, GA, United States

### Education

#### Georgia State University

2010 - 2014


United States, Atlanta, GA


#### Certified Probation Officer (CPO)


Georgia


December 2022


### Skills

Comprehensive risk assessment 

Familiarity with electronic monitoring systems 

Proficient in legal documentation and court reporting 

Strong conflict resolution skills 

Skilled in motivational interviewing 

### Professional summary

Dedicated Adult Probation Officer with over 11 years of experience in managing caseloads, conducting risk assessments, and working closely with offenders to promote positive life changes.

### Experience

#### Georgia Department of Corrections

March 2016 - Now

United States, Atlanta, GA

#### Adult Probation Officer

- Manage a caseload of 60+ adult offenders, conducting regular assessments to monitor compliance with probation terms.
- Collaborate with community resources, including substance abuse programs and vocational training providers, to facilitate rehabilitative services.
- Prepare detailed reports for court hearings, summarizing progress and recommending adjustments to probation terms.
- Conduct in-person and electronic monitoring to ensure adherence to curfews and other conditions.

#### Fulton County Probation Services

July 2014 - February 2016

United States, Atlanta, GA

#### Probation Case Manager

- Provided case management support to adult probation clients, assisting with job placement and educational resources.
- Documented all client interactions and performed crisis intervention as needed.

### Volunteer Experience

June 2019 - Now

United States, Atlanta  
Community Outreach  
Center, GA

#### Mentor, Youth Development Program

- Mentor at-risk youth ages 15-19, focusing on goal setting to reduce future encounters.
- Organize and lead workshops on conflict resolution, education planning, and career exploration.