



# Jodi Maree Harrison

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## EDUCATION

**Bachelor of Science | Forensic Psychology** *EXPECTED IN 01/2028*

**Southern New Hampshire University, Hooksett, NH**

- 4.0 GPA

**Bachelor of Science | Criminal Justice** *01/2023*

**University of Phoenix, Tempe, AZ**

- Dean's List 2021-2023
- 3.85 GPA
- Magna Cum Laude graduate

**Associate Degree | Occupational / Medical studies, Medical Assisting, Coding, Medical Records, Pharmacy, Medical Billing, Administrative** *01/2018*

**Independence University, Salt Lake City, UT**

## PROFESSIONAL SUMMARY

Result-oriented and professional Armed/Unarmed Security Officer who approaches employee security and theft prevention with careful reasoning and attentiveness. Having a degree in criminal justice brings strong law enforcement procedures and criminal law knowledge. Also, an accomplished professional with nearly 20 years of experience in the medical field, with 3 ½ years of billing/coding experience. Demonstrated success providing excellent patient care as a Registered Medical Assistant. Proven ability to manage multiple tasks simultaneously, prioritizing maximum effectiveness and efficiency. Consistently driven to go above and beyond expectations to achieve goals and objectives. Knowledgeable in transport of the inmate population with solid background managing this population and maintaining security protocols. Demonstrated ability to handle high-pressure situations and resolve conflicts efficiently. Proven skills in communication and teamwork, consistently ensuring safe environment for staff and inmates.

## SKILLS

- Medical Billing & Coding
- Patient Vitals/EKGs/Inj's/PFT's
- Patient Scheduling
- Administrative Support
- De-escalation techniques
- Mental health awareness
- Safety and security enforcement
- Medical Records Management
- Venipuncture
- Office Management
- Emergency response
- Inmate supervision
- Restraint techniques
- Self-defense tactics

## WORK HISTORY

- Contraband seizure
- Prisoner transport
- Weapons training
- CCTV monitoring

### CORRECTIONAL OFFICER I

09/2024 to CURRENT

#### Colorado Department Of Corrections | Limon, CO

- Managed high-risk situations with professionalism and composure, ensuring the safety of all involved parties.
- Searched cells of inmates to identify and confiscate contraband and other prohibited items.
- Maintained inmate safety through vigilant monitoring of behavior and swift intervention during conflicts.
- Reduced instances of contraband by thoroughly searching inmates, cells, and common areas.
- Observed and supervised inmates throughout visits, meal time, recreation, phone calls, and showers.
- Escorted inmates to and from cells, court, hospitals, and medical appointments.
- Conducted routine and emergency head counts.
- Assisted in the training of new correctional officers, providing guidance on best practices and procedures.
- Prepared, processed and maintained forms, reports, logs, records, and activity journals.
- Collaborated with fellow officers to maintain a secure environment for staff, visitors, and inmates.
- Prevented escapes by diligently inspecting perimeters, doors, windows, gates, fences, and other access points throughout the prison complex regularly.
- Tracked inmates through head counts, visitor logs, and scheduled activities.
- Maintained accurate records of inmate incidents or infractions using electronic databases or written logs as required.
- Implemented effective emergency response plans during crises situations, minimizing harm to staff and inmates.
- Conducted efficient inmate transfers, adhering to strict security protocols while maintaining order and control throughout the process.

### UNARMED / ARMED SECURITY GUARD

07/2023 to CURRENT

#### Denver Metro Protective Services | Denver-Colorado Springs

- Tasked with reviewing all Post Orders, and amendments, plus other related information before beginning shift at a Static Post, along adding pictures of site if necessary. Must always note events in the Activity Suite when applicable, plus complete an incident report, if necessary.
- Vehicle Patrol Duties working within your designated communities
- Transport and Supervise Inmates during Medical Appointments
- Received DOC approved training

- Perform site officer inspections Daily Activity Reports must be completed during each shift
- During each shift officer is responsible for knowing the Post Orders for each specific post
- Officer must know the Post Orders when conducting patrols and challenging any person or vehicle trying to enter the building or premise without proper clearance.
- Verify all points of entry are secure
- All potential security breaches or discrepancies shall be immediately escalated to the respective parties

○ **UNARMED SECURITY OFFICER/ ARMED SECURITY GUARD** *11/2022 to 07/2023*

**Allied Universal | Rancho Cucamonga**

- Tasked with reviewing all pass downs, Post Orders, and amendments, plus other related information before beginning shift. Must always note events in the Daily Activities Report and complete an incident report, if necessary.
- Daily Activity Reports must be completed during each shift
- During each shift officer is responsible for knowing the Post Orders for each specific post
- Officer must know the Post Orders when conducting patrols and challenging any person or vehicle trying to enter the building or premise without proper clearance.
- Verify all points of entry are secure
- All potential security breaches or discrepancies shall be immediately escalated to the respective parties
- Officer receiving/checking out trucks will verify that they are empty/ sealed as per protocol in Post Orders and all drivers have valid driver's licenses
- All associates must show ID badges upon entering the yard Officer assigned to the position of scanning shall verify through a metal detector wand that no associate is trying to leave the warehouse floor with non-authorized electronic devices
- Officer assigned to checking drivers into the yard to pick up loads must verify that drivers have valid driver licenses to enter the building, or their loads
- As armed officer remained in lobby greeting clients and directing them to desired locations during business hours
- After hours oversee employees walk to their vehicles
- Monitored CCTV for all levels of building including the parking areas

○ **SECURITY OFFICER/UNARMED SECURITY GUARD** *08/2022 to 11/2022*

**Metro One Security LSPG | Highland**

- Tasked with protecting the environment from dangerous weapons or non-permissible items from entering the airport warehouse. This is done using an x-ray machine, bag searches; when necessary, metal detectors and

guard shack. Other means are screening employee and contractor badges to make sure they are permitted to be on premises. Plus, guaranteeing every visitor has an escort. Other measures include a gated guard shack, CCTV monitoring, roving patrols, and a badging office to keep track of all non-employees visiting the facility.

- Key Contributions:
- Guaranteed that personnel all had proper badging, but if there was a problem the individual was referred to the badging office for it to be rectified.
- Utilizing transport vehicles to pickup/drop off pilots to/from the planes.

#### **Stay At Home Mom | Colorado Springs**

*06/2016 to 08/2022*

- While at home concentrating on my children's wellbeing I also furthered my education and advancing my skills sets.

#### **MEDICAL ASSISTANT / REGISTERED MEDICAL ASSISTANT**

*08/2010 to*

*06/2016*

##### **Colorado Springs Health Partners | Colorado Springs**

- Create a welcoming environment for patients by greeting them upon arrival and escorting them to exam rooms. Complete all necessary pre-exam vital signs documentation to include pulse, blood pressure, temperature, respiration, and review of systems. Maintain excellent working knowledge of electronic medical record systems including Allscripts, Meditech, and EPIC. Perform patient injections, order medications and refills, accurately input orders for diagnostic testing, and verify current medications and allergies. Encourage open lines of communication with patients by making reminder phone calls regarding referrals and lab work. Conduct audits to ensure accuracy of codes that are being billed.
- Key Contributions:
- Optimized clinic budget by managing the Medicare Advantage forms for eight doctors.
- This included managing the ICD-9 codes for thousands of patients and making sure their charts and attached office notes had maximized ICD-9 codes
- The year incurred an 80% bonus for completion, the second was 92% and the third was a 98% bonus
- Key player in achieving clinic attestation for Meaningful Use, stage one and two.
- Maximized HTN/DM compliance and quality by working patient outreach lists for 2500 patients.

#### **OFFICE MANAGER / FRONT OFFICE MANAGER**

*09/2008 to 07/2010*

##### **CareNet Counseling | Denver**

- Processed and organized the flow of communication and information, clearly assessing priorities while answering the business phone. Ensured the highest levels of confidentiality and accuracy while maintaining client information and phone contact sheets. Completed a wide variety of office

tasks including copying, printing, faxing, filing, and typing. Generated reports at the end of each month utilizing both Excel and QuickBooks and distributed/mailed monthly statements.

- Key Contributions:
- Implemented new procedures and technologies that improved efficiency and streamlined operations.
- Successfully led a team to exceed projected medical insurance bonus goals while maintaining excellent customer satisfaction scores.

## CERTIFICATION/LICENSING

- Certification
- Registered Medical Assistant
- AMT ID# 2646772
- Certified: 06/20/2022 – 07/01/2025
- Certified Medical Administrative Assistant
- NHA ID# PHE8EB4J2
- Certified: 02/13/2018 – 02/13/2019
- First-aid Training
- First Aid CPR AED – Provider
- 06/16/2022 – 06/16/2024
- Licensing
- Colorado Springs Armed Security Guard
- License/Registration Number: 0855084L
- License/Registration Expiration: 07/12/2024
- Denver Armed Security Guard
- License/Registration Number: 2023-BFN-0025654
- License/Registration Expiration: 09/06/2024

## REFERENCES

Lieutenant Jonathan Klink - Denver Metro Protective Services  
jonathan.m.klink@gmail.com · 254-245-0916  
Sergeant Brian Latine - Denver Metro Protective Services  
brian.james.latine@gmail.com · 719-232-0113  
Brian Butler - Allied Universal  
brian.butler@aus.com · 909-714-9309  
Sergeant Sharon Parker - YOS Correctional Facility  
sharon.parker@state.co.us 719-229-1353  
Sergeant Shonna Alfonso - LaVista Correctional Facility  
shonna.alfonso@sate.co.us 719-583-5959 ext 3827  
Sergeant Reginald R. Norman - Fremont Correctional Facility  
reginald.norman@state.co.us · 719-289-1885

## ACHIEVEMENTS

- President's List
- This distinction is given to students who have achieved a 4.0 GPA for coursework completed during the last 6 months (achieved 3 times)
- Dean's List

- For earning a GPA of 3.5 to 3.99, this granted a place on the Dean's List.  
(achieved twice)