

WENDYTORELLI



Edwina Benites – LM
County Administrator
Jefferson County Commission
124 East Washington Street
Charles Town, WV 25414

May 24, 2024

Dear Ms. Benites:

I appreciate you making time today to explain the application process for the current openings with the Jefferson County Commission. After reviewing the position requirements, I believe that my professional skillset and pragmatic leadership style make me an excellent candidate. I am writing to express my willingness to serve as Commissioner for Harpers Ferry or Shepherdstown.

I am a people person with high energy and the ambition to succeed in any endeavor I undertake. I am self-motivated and a lifelong learner who is committed to excellence and authority. I desire to use these skills to build a stronger Jefferson County. I will bring these qualities to the County Commission along with other key attributes that include relationship building, conflict resolution, and personal accountability.

I have included my resume for your review. It would be a pleasure to speak with you about this opportunity with the Jefferson County Commission more in-depth. I look forward to hearing from you.

Sincerely,

Wendy Torelli

WENDYTORELLI



PROFESSIONAL SUMMARY

Natural servant leader with thirty-plus years of public service. Emotionally intelligent team player with exceptional conflict resolution, supervisory, communication, and interpersonal skills. Substantial law enforcement background with experience administering and enforcing compliance with local, regional, and national laws.

SKILLS

Law Enforcement	Sound Judgement	Accountability	Staff Management
Organization	Active Listening	Decision Making	Relationship Building

WORK EXPERIENCE

FREDERICK COUNTY SHERIFF'S OFFICE CORRECTIONS BUREAU, FREDERICK, MD
1996 – PRESENT

2012 - PRESENT

PART-TIME CORRECTIONAL OFFICER

- Facilitate and supervise all inmate appointments with Physicians, Dentists, and Physician Assistants.
- Facilitate and supervise the sick call process within the Medical Unit.
- Assist the Medical Aides during medication administration.
- Assist the Dental Assistant with set-up, breakdown, sterilizing, and securing all dental equipment.
- Conduct and supervise recreation for Special Management inmates classified as Administrative Segregation, Medical, Protective Custody, and General Population.
- Assist in the distribution of commissary and personal hygiene items.
- Supervise and assist Barber with inmate haircuts.
- Assist Cooks with supervising inmates, transporting meals, and serving meals.
- Maintain safety and sanitation per the Health Department regulations.

2009 – 2011

CORPORAL CORRECTIONAL SUPERVISOR/HOUSING UNIT SUPERVISOR

- Maintained safety, security, and control of inmate population and compliance with state and national standards, laws, and regulations
- Supervised lower-level Correctional Officers; assisted with performance evaluations of subordinate officers; prepared a variety of reports and reviewed reports submitted by subordinates to ensure accurate and quality standards.
- Conducted investigations of incidents that occurred on shift; handled incident reports/disciplinary issues; supervised and assisted with shakedowns and inspections.
- Conducted security rounds and outer perimeter checks of the facility.
- Coordinated quarterly evacuations and in-cell checks; maintained inmate accountability.

- Ability to exercise good judgment in dealing with inmates. Responded with tact, fairness, and understanding.
- Assisted with Key Watch System and submitted a daily accountability of keys for each shift.
- Reviewed and maintained accurate computer timesheet entries.
- Maintained leave and overtime statistics.
- Conducted shift briefings.
- On-call for 24-hour special assignments such as mass arrests and special operations, etc.

2005 – 2009

HOME DETENTION SUPERVISOR

- Maintained offender accountability and all electronic monitoring equipment.
- Maintained unit inventory.
- Coordinated all aspects of Home Detention Program with the Work Release Supervisor and the Director of Community Services.
- Coordinated the activities and scheduling of assigned Community Monitors.
- Assigned residential and job-site checks.
- Prepared accurate statistical reports for inmate population – releases, violations, and removals.
- Certified in the use of on-site drug testing equipment.
- Coordinated and track alco-monitor program.

1996 - 2005

CORRECTIONAL OFFICER/FIRST CLASS CORRECTIONAL OFFICER

- Maintained safety, security, and control of offender population.
- Complied with standards as set forth by the American Correctional Association and in compliance with the Frederick County Sheriff's Office Policies and Procedures Manual.

BERKS COUNTY PRISON, LEESPORT, PA

1993 – 1995

CORRECTIONAL OFFICER

- Maintained safety, security, and control of offender population.
- Conducted searches of cells, housing units, and common areas for contraband as well as strip searches, pat searches, and intake searches.
- Ensured that overall daily operations ran efficiently and on time.
- Maintained inmate accountability.
- Controlled and directed inmate movement.
- Maintained a fair and firm relationship with inmates.

INN AT READING, READING, PA

1993 – 1994

NIGHT AUDITOR

- Balanced all hotel credit cards and restaurant charges.
- Posted all room and tax charges.
- Ran all nightly reports.
- Handled reservations and guest registration.

UNITED STATES NAVY, SAN DIEGO, CA

1988 – 1992

SAILOR

- Audited all patron accounts.
- Ran periodic reports.
- Handled guest registration; account reconciliation; monthly accounts receivable and customer service satisfaction.
- Reviewed service orders and housekeeping requests.

EDUCATION AND PROFESSIONAL TRAINING

March 2005

First Aid/CPR Training
Annual Firearms Training

October 2004

First Line Supervisor Training Program
Criminal Justice Information System (CJIS) Certification

August 2003

Field Training Officer Program
Frederick County Adult Detention Center
7300 Marcie's Choice Lane, Frederick, MD

December 1996

Correctional Entrance Level Training Program

February 1997

In-Service & Specialized Training
Frederick County Adult Detention Center
7300 Marcie's Choice Lane, Frederick, MD

May 1988

US NAVY Basic Training
Naval Amphibious Base San Diego CA

June 1987

High School Diploma
Lawrence High School Cedarhurst NY

ACTIVITIES AND INTERESTS

Health & Fitness	Community Engagement	Making Floral Arrangements
Family Time	Hiking/ Walks	Water Activities

