

SJSO 911 Dispatch/Communications SJSO 911 Dispatch/Communications Saint Johns, FL  
Authorized to work in the US for any employer Work Experience SJSO 911  
Dispatch/Communications ST JOHNS COUNTY SHERIFF'S OFFICE - Saint Augustine, FL  
February 2015 to April 2015 Operator/Communications Emergency Dispatch (Fire, EMT, Law  
Enforcement) CAD System Management Office Manager PHYSIOPOWER - PHYSICAL AND  
HIPPO THERAPY, - Jacksonville, FL August 2008 to March 2009 Office Manager Scheduling  
Appointments for Multiple Offices/Multiple Physical Therapists (Speech, Occupational, and Physical)  
Medical Billing/Records Insurance Filing/Records Collections Primary Office Contact -  
Patients/Insurance Office Manager D & D PLUMBING HEATING & AIR CONDITIONING -  
Hackettstown, NJ January 2004 to November 2005 Scheduled Plumbing/Heating Jobs Coordinated  
Billing, Filing, Time Cards, Bookkeeping Preparation of Quarterly Tax Paperwork Primary Contact  
for Vendors/Customers Database Administrator ADVANCED ENVIRONMENTAL TECHNICAL  
SERVICES - Flanders, NJ October 1989 to March 1998 Database Administrator (1997-1998)  
Responsible for Training New Employees on Computer System (Nation-wide) Mandate all  
DOT/EPA Regulatory Changes/Updates (Nation-wide) Quality Control Reports and Regularly  
Inspect all Computer Systems for Accuracy Technical Specialist (1994-1997) Responsible for  
Data Entry/QC of all Hazardous Wastestreams in accordance with DOT/EPA regulations Customer  
Service Contact for Vendors/Customers in regards to Disposal Options, Assessment of  
Wastestreams and Assignment of Ultimate Disposal Options Sending/Receiving/Pricing and  
Tracking of Analytical Sampling/Results Assistant Technical Specialist (1991-1994) Assist all  
Technical Specialist with Data Entry and Filing Obtained Environmental Waste Approvals at  
Disposal Facilities Technical Clerk (1989-1991) Answering Phones, Filing, and Light Office Duties  
Education High school or equivalent West Morris Central Regional High School - Chester, NJ  
September 1982 to September 1986 Skills Call Center, Dispatching, Customer Service, Logistics,  
Dispatch, Office Management, Dispatch, Excellent Verbal and Written Communication, Excellent  
Organizational Skills, Computer Literate, Microsoft Office Suite, (WindowsVista/XP, Microsoft  
Windows Operating Systems) IBM System 36, AS400, Field Service Laptop Programs, Microsoft

Office, Excel, Outlook, CAD System Management Groups Women of the Moose May 2016 to  
Present Betty Griffin House Volunteer July 2019 to Present Hilltop Fire Department Ladies Auxillary  
May 1997 to November 2005

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