

Dispatcher/Customer Service Representative
Dispatcher/Customer Service Representative
Property Management Fort Worth, TX
Authorized to work in the US for any employer
Work Experience
Dispatcher/Customer Service Representative Apollo Towing - Fort Worth, TX
January 2019 to June 2019
Dispatching all vehicle information to PDs, intake and release of all vehicles, financial inventory of all sales and payments, payroll, take calls for emergency service, relay the requests to local service stations or towing companies, monitor the progress of the tow using computer-aided dispatch systems, keep records and prepare detailed reports of all emergency calls and all communications with towing services, drivers and shift change.
IT Application Support Analyst
Lincoln Property Company
September 2018 to January 2019
Developing technical solutions from design, installation and maintenance/troubleshooting of several remote sites determine requirements, purchase, installation and configuration of servers at new sites using virtual machines, networking hardware to include routes and switches, setup, create and modify user accounts and set applicable group policies and restrictions, maintain applicable server permissions, security configurations while ensuring end user access., responsible for maintenance and configuration changes/modifications to phone systems, author and maintain detailed documentation for each site to include asset information, configurations and networking diagrams, assist in providing end user support to over 2000+ multinational employees for LPC
Assistant Property Manager The Vibe at Landry Way
July 2016 to September 2018
All property operations to include but not limited to customer service, administration/clerical, financial goals/billing, leasing, resident retention, maintenance and safety for the community
Property Manager Silversage Point at Western Center
September 2014 to July 2016
All property operations to include but not limited to customer service, administration/clerical, financial goals/billing, leasing, resident retention, maintenance and safety for the community
Parent Liaison/Truancy Officer Fort Worth Independent School District
August 2013 to March 2015
Monitoring school attendance, enforcing attendance laws established by state and local governments, monitoring records, working with all school administrators, students, parents and community outreach partners
Property Manager The Village Condominiums
January 2010 to July 2013
All property operations to include but not limited to customer service, administration/clerical,

financial goals/billing, leasing, resident retention, maintenance and safety for the community Access Control Coordinator - Security Officer Duties, access on property Lockheed Martin June 2011 to October 2012 open entrances, exits, gates and doors, making badges for visitors, escorting visitors on property, watching 25+ camera monitors, shift lead Human Resource Manager - All clerical work Universal Health Services February 2011 to July 2011 interview applicants, background checks, complete file on new hires and terminations, open and close office, inventory Company Trainer Ameritex Guard Services - Fort Worth June 2010 to February 2011 Company Trainer - Security Officer Duties, All training of employees, all human resource intake, clerical work, all corporate communication Receptionist/Bond Agent Bail Bonds By Camille - Fort Worth, TX April 2009 to June 2010 clerical work, bookkeeping, and data entry, communicate with court/jail officials, complete file, photo and enrollment Lieutenant Wackenhut Correctional Facilities June 2003 to April 2009 Directly supervised 3-15 correctional officers, carried out responsibilities in accordance with the organization's policies and applicable laws, interviewing, hiring, training, planning, assigning, and directing work, appraising, rewarding and disciplining employees Education Associate Skills clerical (9 years), customer service (7 years), Hr (Less than 1 year), Receptionist (8 years), RETAIL SALES (7 years), Payroll, Quickbooks, Administrative Assistant, Marketing, Outlook, Excel, Filing, Sales, MS Office, Scheduling, Word, Microsoft Office, Billing, Accounting, Accounts Payable, Data Entry, Microsoft Excel Assessments Verbal Communication Familiar May 2019 Measures a candidate's ability to effectively convey information when speaking. Full results: https://share.indeedassessments.com/share_assignment/1trfhbym7ybxyp0x Technical Support Completed May 2019 Measures a candidate's ability to apply protocols to identify errors and solutions in order to maintain system function. Full results: https://share.indeedassessments.com/share_assignment/apf-db60e6lb4une Customer Focus & Orientation Completed May 2019 Measures a candidate's ability to respond to customer situations with sensitivity. Full results: https://share.indeedassessments.com/share_assignment/5jfiui7ldra0ehrl Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

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