

JENNIFER A. VINCENT

EXPERIENCE

O My Sole

7/2010 – 12/2011 Santa
Cruz, CA

Retail Associate

▪ Sales and inventory associate for shoe boutique requiring a high level of product knowledge. Responsible for greeting customers and assisting in product selection / sales through computer POS and inventory database. Handled cash and processed credit cards. Key holder for opening and closing including drops and batch closing.

Colorado Department of Transportation
Eisenhower Tunnels

12/2007 – 10/2008
Idaho Springs, CO

Administrative Assistant III

▪ Responsible for the dispatch and coordination of maintenance patrols covering 70 miles of interstate and over 200 miles of state highway.
▪ Generated and maintained records for all road closures, delays, chain restrictions, avalanche reduction and road conditions..
▪ Researched and isolated information for use in generating trends and statistics for application in reports and funding requests.
▪ General clerical tasks associated with maintaining records and database management statistics as well as compiling data for application.

Summit County Communications

10/2005 – 12/2007
Frisco, CO

Dispatch Telecommunicator

▪ Answered incoming radio, telephone and computer generated calls of both routine and emergent nature.
▪ Provided support for all agencies in Summit County appropriately dispatching all necessary personnel and equipment according to jurisdiction and specific protocols.
▪ Maintained incident and status histories, documenting agency response and location of personnel / equipment.
▪ Operated a criminal response terminal requesting and reacting to interagency data using state and national crime information centers.
▪ Entered / maintained / confirmed on all felony warrant entries.

SUMMARY OF QUALIFICATIONS

▪ Proficient in the use of Microsoft Office Suite, Moducom and digital trunk radio systems, Eventide Mediaworks, advanced mapping applications and multi line phone systems.
▪ Type 160+ keystrokes per minute with attention to detail.