

# **Jack H. Vink**

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*Detail-oriented professional with experience in customer service, technical support, and workflow coordination. Known for clear communication, accuracy, and reliability.*

## **PROFESSIONAL EXPERIENCE**

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### **Technical Services Representative**

**Bunn-O-Matic Corporation | Springfield, IL | Jan 2025 – May 2025**

- Provided technical support to field technicians for commercial beverage equipment.
- Interpreted complex wiring schematics and technical manuals to deliver accurate solutions.
- Documented all interactions and resolutions meticulously using Salesforce CRM software.
- Recognized for accuracy and reliability in resolving complex technical issues, reducing repeat inquiries and service delays.

### **Automotive Service Advisor**

**1 Stop Auto Shop, Inc. | Springfield, IL | Feb 2011 – Aug 2016; Feb 2024 – Dec 2024**

- Managed shop workflow, inventory, and scheduling to support productivity and service quality.
- Prepared service estimates, sourced parts, and documented vehicle concerns in repair orders.
- Coordinated with technicians to review diagnostics and explain recommendations to customers.
- Managed approvals, payments, scheduling, and follow-up to ensure customer satisfaction.

### **Remote Support Specialist**

**Star Micronics America, Inc. | Remote | Feb 2023 – Dec 2023**

- Provided remote technical support for Star Micronics printers via phone, email, and chat.
- Troubleshoot printer and basic OS issues across Windows, macOS, and Linux.
- Created instructional guides to support customer self-service and reduce repeat contacts.

### **Multimedia Specialist**

**Elevate CCIC, Inc. | Mattoon, IL | Mar 2020 – Jun 2021**

- Led a website redesign to improve navigation, consistency, and user experience.
- Managed a site migration to improve performance, scalability, and asset organization.
- Created digital marketing content using Adobe Creative Suite for web, social, and print.
- Converted forms to fillable PDFs, streamlining document management processes.

### **Technical Support Representative**

**Apple, Inc. (via Conduent Incorporated & Kelly Services) | Remote | Dec 2017 – Dec 2019**

- Provided phone-based technical support for Apple customers in a high-volume virtual call center.
- Troubleshoot hardware, software, and Apple ID issues.
- Communicated complex technical steps clearly and empathetically to users of all skill levels, maintaining thorough and accurate case documentation.

### **Electronics Repair Technician**

**Rapid Repair | Springfield, IL | Jun 2015 – Dec 2017**

- Oversaw daily shop operations, ensuring accurate diagnostics, quality repairs, and reliable device testing.
- Trained and mentored staff on repair procedures, service standards, and new device technologies.
- Managed inventory, scheduling, and vendor relationships, supporting efficient operations and strong customer satisfaction.

## ***Quality Assurance Specialist***

**Horace Mann Insurance | Springfield, IL | Jan 2013 – October 2014**

- Assisted in developing and refining quality assurance and audit procedures.
- Evaluated communications, documentation, and data entry for accuracy and compliance.
- Analyzed workflows to improve efficiency and recommend process changes.
- Supported customers and insurance agents through multiple communication channels.
- Researched, explained, and resolved Property & Casualty policy questions.
- Adapted quickly to new products, systems, and procedures.

## ***Automotive Retail Specialist***

**AutoZone, Inc. | Springfield, IL | Oct 2007 – Feb 2011**

- Advanced through customer service and warehouse coordination roles within a retail environment, overseeing staffing, scheduling, and workflow operations.
- Managed order fulfillment, inventory, route planning, and fleet maintenance.
- Recognized for reliability, a positive attitude, and consistently high-quality work.

## ***EDUCATION***

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### ***High School – General Studies (Diploma)***

Lawrence Education Center | Springfield, IL

### ***Trade School – Communications & Media Design***

Capital Area Career Center | Springfield, IL



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