

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

Technical Services Representative

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

- Supported field technicians with troubleshooting for commercial beverage equipment.
- Interpreted wiring schematics and technical manuals to provide accurate solutions.
- Documented cases and resolutions in Salesforce CRM.

Automotive Service Advisor

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

- Managed shop workflow, scheduling, inventory, and customer communication.
- Prepared estimates, sourced parts, documented repairs, and coordinated with technicians.
- Handled approvals, payments, and follow-up to ensure customer satisfaction.

Remote Support Specialist

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

- Provided remote printer support via phone, email, and chat.
- Troubleshoot hardware and basic OS issues across Windows, macOS, and Linux.

Multimedia Specialist

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

- Led website redesign and managed hosting migration.
- Created digital marketing content and fillable PDFs using Adobe Creative Suite.

Technical Support Representative

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

- Delivered phone-based support in a high-volume virtual call center.
- Resolved hardware, software, and Apple ID issues with clear documentation.

Electronics Repair Technician

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

- Performed diagnostics, repairs, device testing, and staff training.

Quality Assurance Specialist

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

- Evaluated communications and documentation for accuracy and compliance.
- Supported customers and agents while adapting to new systems and procedures.

Automotive Retail Specialist

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

- Advanced through customer service, sales, and warehouse coordination roles.

EDUCATION

High School Diploma — General Studies — Lawrence Education Center— Springfield, IL

Trade School — Communications & Media Design — Capital Area Career Center — Springfield, IL

Online Resume: Scan QR for full experience details.



jkvk217.github.io