

JACK H. VINK

jackhvink@gmail.com • 217-953-4486 • Springfield, IL

Detail-oriented professional with a background 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

- Provided expert technical support to field technicians, for commercial beverage equipment.
- Interpreted complex wiring schematics and technical manuals to ensure accurate solutions.
- Documented all interactions and resolutions meticulously using Salesforce CRM software.

Automotive Service Advisor

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

- Managed shop workflow, inventory, and scheduling to support productivity and service quality.
- Prepared service estimates, sourced parts, and maintained clear customer communication.
- Documented vehicle concerns and created accurate repair orders.
- Coordinated with technicians to review diagnostics and explain recommendations to customers.
- Handled scheduling, approvals, payments, 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 clear 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 and streamlined 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.
- Explained technical steps clearly and empathetically to users of all skill levels.
- Maintained accurate case notes and supported documentation improvements.

Electronics Repair Technician

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

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

Automotive Retail Specialist

AutoZone, Inc. • Springfield, IL • Oct 2007-Feb 2011

- *Warehouse Coordinator (Oct 2008 – Feb 2011)*
- *Parts Sales Manager (Mar 2008 – Oct 2008)*
- *Customer Service Representative (Oct 2007 – Mar 2008)*
- Supervised warehouse and retail operations, including staffing, scheduling, and workflow coordination.
- Managed order fulfillment, inventory, route planning, and fleet maintenance.
- Provided customer service and sales support to drive store performance.
- Known for reliability, a positive attitude, and consistent high-quality work.

EDUCATION

High School – *General Studies (Diploma)*

Lawrence Education Center • Springfield, IL • 2004–2006

Trade School – *Communications & Media Design*

Capital Area Career Center • Springfield, IL • 2005–2006