

Robert Smith

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Parking officer

SUMMARY

Experienced Parking officer with a background in customer service and retail. Detail-oriented, friendly, and hardworking. Friendly, helpful deli clerk who is consistently prompt and willing to work a flexible schedule.

SKILLS

Planning Skills, Parking Skills.

WORK EXPERIENCE

Parking officer

ABC Corporation - March 2002 - June 2009

- Issued tickets to overtime parking violators and illegally parked vehicles.
- Appeared in court at hearings regarding contested traffic citations.
- Responded to and made radio dispatch calls regarding parking violations and complaints.
- Provided information to the public regarding parking regulations.
- Patrol assigned area by vehicle or on foot to ensure public compliance with the existing parking ordinance.
- Responded to citizens complaints and requests for information and services.
- Patrolled all the parking lots and parking structures on campus to ensure that all vehicles are safe.

Parking officer

Delta Corporation - 2000 - 2002

- Walking the campus making sure the students and professors are parked in the right locations.
- Answer phones, data entry, filing, greet the customers and answer any questions they may have, I would help out during.
- Data entry, filing and communicating with customers and meeting new people that would come in Skills Used computer skills, answering phones .
- Issued tickets to vehicles in violation of the CSM parking code Helped improve parking on campus by observing and reporting parking trends.
- Wrote parking citations, drove a shuttle, performed basic secretarial duties, assisted customers and heard complaints.
- Cashier, customer service, patrol hospital garages, issue citations, drive shuttle vans.
- Coordinated event parking and sales, Issued parking citations,.

EDUCATION

High School Diploma