

Denice J Roston

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Objective

To work eagerly as a Bistro in a good atmosphere.

Employment History

Facilities Administrative Assistant

February 21, 2011 to Current- Corp of the Presiding Bishopric, Stockton, CA

- Assists with Operations/Maintenance and Replacement/Improvements for 22 buildings.
- Prepare and Manage purchase requisitions, process invoices, prepare financial reports, track all materials and services, and communicate frequently with vendors and contractors.
- Maintain computer data bases: CNA, Purchase Orders, Work Orders, Preventive Maintenance Schedules, Employee & Facility Records and Payroll. Heavy Excel reports. Responsible for answering all phone calls and emails.
- Proficient with Microsoft word, excel, Outlook and office technology equipment.

Business Owner-Hairstylist & Nails

October 2005 to October 2011- Murphys Day Spa & Salon, Murphys, CA

- Managed 5 employees; Taxes, scheduling, and advertising.
- Retail beauty products.
- Event planning for weddings.
- Customer Service Satisfaction with Hair, Nails, Massages and Products.

Construction Office Manager

January 1993 to February 2011- A.J. Roston Construction, Vallecito, CA

- Prepare job estimates and contracts. Answering phone calls and providing assistance.
- Manage Payroll, taxes and employee benefits. Communicate frequently with vendors and sub contractors.
- Responsible for communication devices; Computers, web page, fax/copier and cell phones.

911 Dispatcher/ Police Assistant

January 2000 to May 2000

- Answer Emergency and Non-emergency calls. / Grave yard duty.
- Radio dispatch to officers. Knowledge of codes. Certifications
- Maintain logs for service and repressed vehicles.

Community Service Officer

April 1996- December 1999 Danville Police Department/Town of Danville, Danville, CA

- Manage the front office with all phone calls and walk-in customers; fingerprinting, over the counter reports, impounded vehicle releases, copy's of reports. Communication with officers by radio dispatching.
- Manage records for Traffic Reports and Criminal Reports; Input traffic citations,

keeper of records, communications with head quarters and main record department.

- Communicate to officers for court subpoenas. Assist Detectives with reports.

Office Clerk

1995-1996/2001 San Ramon Police Department, San Ramon, CA

- Physically contact Business's and check current Commercial Index Information.
- Responsible for Neighborhood Watch Program work shops.
- Answering phone calls. Assist front desk walk-ins. Maintain logs and citation entry.

Education

1994-1995 Las Positas Community College, Livermore, CA

- Administrative Justice

1995 Evergreen Community College, Santa Clara

- POST certificate for Dispatching
- 1979 Graduate and license for Cosmetology
- 1977 High School Graduate of Tulare Union High School, Tulare