

Janell Winston

2386 C Road 20 San Pablo, CA 94806 (510) 773-1399 me2janell@yahoo.com

Experience

Blue and Gold Fleet	San Francisco, CA
Dispatcher	05/15/2017- Present
<ul style="list-style-type: none">• Answer phone lines and assist and direct captains, crew, and customers• Log and keep record of confidential documents and data entry• Process payroll	
City of Vallejo	Vallejo, CA
Police Dispatcher	10/2016-3/2017
<ul style="list-style-type: none">• Answer emergency and non-emergency phone lines• Dispatch police, fire, and ambulance personnel• Data entry	
Self Employed	SF Bay Area
Bartender	12/2015- Present
<ul style="list-style-type: none">• Mix and prepare both alcoholic and non-alcoholic beverages• Set up and break down supplies necessary for events• Provide outstanding customer service	
Caliber Beta Academy	Richmond, CA
Client Services/Administrative Assistant	8/2015 - 7/2016
<ul style="list-style-type: none">• Care for children with mental, developmental, and medical needs• Mailing, filing, faxing, drafting documents, updating and storing confidential documents• Serve as a liaison between the client and medical providers	
Onsite Health	CA
Phlebotomist	9/2015- Present
<ul style="list-style-type: none">• Collect and process specimens from military personnel• Process and review paperwork to ensure patients are in compliance with requirements	
Greystar Property Management	El Cerrito, CA
Leasing Consultant/ Administrative Assistant	03/2015 - 7/2015
<ul style="list-style-type: none">• Provide direct support to the property manager• Draft notices and work orders• Marketing and following up with prospective residents	
Staff Pro	Oakland, CA
Administrative Assistant	03/2014 - 4/2015
<ul style="list-style-type: none">• Provide direct support to the branch manager• Process payroll as well as accounts payable and receivable• Assist with recruiting and processing new hires and new hire paperwork• Coordinate and host orientations and trainings	

Education

Contra Costa College San Pablo, CA	BA Pending
ABC Bartending School	Bartending and Mixology Certification