

Janell Winston

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Experience

Blue and Gold Fleet

Dispatcher

San Francisco, CA
05/15/2017- Present

- 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

Police Dispatcher

Vallejo, CA
10/2016-3/2017

- Answer emergency and non-emergency phone lines
- Dispatch police, fire, and ambulance personnel
- Data entry

Self Employed

Bartender

SF Bay Area
12/2015- Present

- 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

Client Services/Administrative Assistant

Richmond, CA
8/2015 - 7/2016

- 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

Phlebotomist

CA
9/2015- Present

- Collect and process specimens from military personnel
- Process and review paperwork to ensure patients are in compliance with requirements

Greystar Property Management

Leasing Consultant/ Administrative Assistant

El Cerrito, CA
03/2015 - 7/2015

- Provide direct support to the property manager
- Draft notices and work orders
- Marketing and following up with prospective residents

Staff Pro

Administrative Assistant

Oakland, CA
03/2014 - 4/2015

- 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
ABC Bartending School

BA Pending
Bartending and Mixology Certification