
Code Enforcement Officer Resume

Job Objective

Code Enforcement Officer seeking a position with an organization in which my expertise and educational background can help.

Highlights of Qualifications:

- Extensive knowledge of procedures and rules regarding enforcement and inspection duties
 - Excellent knowledge of research methods and investigative techniques
 - Proficient in computer software application programs
 - Ability to interpret laws, ordinances and resolutions regarding law enforcement.
 - Ability to work independently and interact efficiently with all stakeholders
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Professional Experience:

Code Enforcement Officer

190-Lumber River Council of Go, Los Angeles, CA

August 2005 – Present Maintained monitoring system for code enforcement.

Investigated reports of violations of ordinances, codes and resolutions.

Inspected fields, maintained case files and collected evidences regarding enforcement cases.

Prepared and presented code enforcement information for Planning Commission.

Managed and directed junior staff as per established procedures. Code Enforcement Officer

Tyrone Borough, Los Angeles, CA

May 2000 – July 2005 Inspected buildings, structures and premises in the city to ensure compliance with laws and ordinances.

Performed on-site inspections of abandoned vehicles, buildings and structures.

Performed surveillance of premises to ensure safety to life and property from fire and other hazards.

Ensured all emergency services are in working condition to respond quickly and promptly in need.

Resolved complaints and issues regarding commercial and residential buildings, building construction and code compliance.

Prepared cases for giving testimony and testified in court proceedings.

Education:

Bachelor's Degree in Public Administration

Seminole State College, Sanford, FL

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