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# PARKING ENFORCEMENT OFFICER RESUME

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## Summary:

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A skilled individual who has knowledge of all traffic rules and regulations; has knowledge in traffic codes; has the ability to inform traffic violators of their violations with utmost courteousness; very diligent with his line of work; follows orders from his superior.

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## Professional Experience:

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Senior Parking Enforcement Officer August 2004 – Present  
Traffic and Parking Office, Seattle, WA

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## Responsibilities:

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- Issued citations and warnings to owners of vehicles in violation of city parking traffic regulations.
- Analyzed counterfeit permits and conducted necessary enforcement action.
- Assisted motorists having problems with their motor vehicles on the road.
- Directed traffic on call and assisted colleagues having problems with their apprehensions.
- Assisted motorists who are having problems with directions in the city.
- Directed drivers of vehicles to proper parking areas.
- Informed motorists of parking restrictions and regulations in the area and handled the collection of parking fees.

Parking Enforcement Officer June 1999 – June 2004  
Traffic Office of Illinois, Illinois

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## Responsibilities:

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- Coordinated with the towing service on illegally parked vehicles in the area.
- Assigned the schedules of patrolling the area during nighttime.
- Conducted regular checking of parking meters and issued tickets to overdue time in the parking spaces.
- Monitored parking meters regularly for malfunctions to ensure proper operating conditions.
- Maintained records of parking violators through the use of parking method systems.
- Apprehended traffic violators with existing unpaid tickets.

Junior Parking Enforcement Officer March 1995 – 1999  
Chicago Traffic Office, Chicago, Illinois

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## Responsibilities:

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Parking Enforcement Officer June 1999 – June 2004  
Traffic Office of Illinois, Illinois

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## Education:

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Certificate in Parking and Traffic Codes  
University of Arizona, 1995  
Bachelor of Science in Legal Studies  
University of Arizona, 1993

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## Skills/Certifications:

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- Knowledge in traffic laws and regulations
- Ability to drive all kinds of motor vehicles
- Excellent communication and writing skills
- Ability to be deal with the motorists courteously

## Associations/Organizations:

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American Federation of State Employees, Member  
Arizona Parking Authority, Secretary

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