
PARKING ENFORCEMENT OFFICER RESUME

Summary:

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.

Professional Experience:

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

Responsibilities:

- 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

Responsibilities:

- 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

Responsibilities:

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

Education:

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

Skills/Certifications:

- 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:

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

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