Dyani Jarosz

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Employment History

Tallahassee Community College

Campus Police Department

Dispatcher

Tallahassee, Florida

November 2006 – present

Sole dispatcher during shift, work with NCIC,

FCIC (Florida database), DAVID, C*CURE, CAD

System, CJIS (County System), Liaison between

Tallahassee Community College Police Department and Local, County, State and Federal Law Enforcement Agencies, run four computer systems simultaneously, monitor and dispatch on two radio systems, monitor 150+ surveillance cameras for TCC and Pat Thomas Law Enforcement Academy, Lost and Found property collection, property receipts, contact owner of property, create Faculty/Staff identification cards, give access to gates, buildings, train other dispatchers and student resource officers.

Tallahassee Community College

Lifetime Sports Complex

OPS Worker

Tallahassee, Florida

August 2006 – April 2007

Customer service, maintain and clean equipment, answer phones, multitasking, make sure patrons adhere to rules and regulations of Sports Complex,

set up and take down equipment for classes.

Shoe Department, Governor's Square Mall

Tallahassee, Florida

June 30, 2006 – April 2007

Customer service, multitasking, answer phones,

stocking of supplies, setting up store displays, cashier.

Cajun Café, Governor's Square Mall

Tallahassee, Florida

August 2003 – November 2003

Answer phones, multitasking, customer service,

food preparation and service, cashier, stocking of supplies.

Max Orient, Governor's Square Mall

Tallahassee, Florida
November 2002 – August 2003

Assistant Manager duties, supervise employees,

answer phones, multitasking, customer service,

food preparation and service, cashier, stocking and inventory of supplies, open and close of store, bank deposits.

Education

Keystone Heights High School
Keystone Heights, Florida
2000 – 2002
Amos P. Godby High School
Tallahassee, Florida
2002 – 2004
Tallahassee Community College
Dual – Enrollment Program
Earned 12 College Credits during Senior Year
2003 – 2004 school year
Externship program during Senior Year:
Worked in an Immigration Law Firm, the
Public Defender's Law Office, and the Division
Office of the Science and Mathematics Division
At Tallahassee Community College
Tallahassee Community College
Graduated with Honors – December 2007
Associate of Arts degree with a
Criminal Justice concentration
Saint Leo University
Bachelor of Arts degree
in Criminal Justice
January 2008 – May 2010

Saint Leo University
Master's degree
In Criminal Justice with a specialty in
Forensic Science
August 2010-present

Other Experience

Speak Spanish fluently

- I have knowledge of the CAD system as well as NCIC/FCIC certification.
- I also have my certification for Critical Incident and Rapid Deployment.
- I have knowledge of the C*CURE system.
- In my time at TCCPD, I have written The Dispatch Policies and Procedures for the college and have trained eight dispatch officers.
- I have also taken it upon myself to create a "How to" book for frequently asked

questions in dispatch.

• Proficient in Microsoft Word and PowerPoint

• Proficient in General Office duties such as:

Receptionist and clerical duties, scheduling appointments, assisting “walk-in customers”, use of multiline phones, internet research, filing, data entry, creating and maintaining electronic files, mail collection and distribution, organizing and prioritizing assignments, message taking and distribution

• Proficient in office equipment such as:

Computers, copiers, printers, fax machines, scanners, typewriters

Member

National Honor Society

Who’s Who in American High School Students

National Society of High School Scholars

Dean’s List for Tallahassee Community College

Dean’s List for Saint Leo University

Co-founder of The Anthony Revell Scholarship Fund for The Florida Public Safety Institute for Law Enforcement.