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|  |  | Allison ONofrietti-cox  609-408-8372  onofriettia@yahoo.com |
| Highly organized and detail-oriented individual with a strong background in technical support and data management seeking a Police Records Support Technician position. Proficient in database management systems and skilled in providing technical assistance to law enforcement personnel. Dedicated to ensuring the accuracy and integrity of police records while adhering to strict confidentiality protocols. Eager to contribute to the efficiency and effectiveness of the police department's record-keeping processes." |  | EDUCATIONRichard Stockton University August 2022 - Present  - Full time student, Dean's list 2022 with a current GPA of 4.0 Atlantic Cape Community college August 2014-June 2021  -Overall GPA of 3.5  **Lower Cape May Regional High School**  September 2010- June 204  -Honor Roll WORK EXPERIENCE **Cape May Police Department, Administration**  May 2019-resent  -Perform data entry for criminal reports, arrest sheets, parking summons, D.U.I,  -Driver’s license and registration plate information, or traffic tickets.  -Positive room for advancement and growth.   Cape May Police Department, Special Law Enforcement Officer May 2019- Present  -Authorized to perform routine traffic detail, spectator control and disorderly  persons.  -Issue summonses for disorderly persons and petty disorderly persons offenses Jeanie’s Cleaning Service, Crew Leader September 2008- Present  -Clean and maintain designated areas, including offices, hallways, restrooms, and common spaces.  -Empty trash bins and dispose of waste in an efficient and environmentally responsible manner.  -Perform deep-cleaning tasks on a rotating basis, including carpets, upholstery, and vents. **SKILLS** Goal Oriented Team Leader Problem Solver Attention to Detail  Dependable Willing to learn Critical Thinker Go Getter |

**References**

Chief Dekon W Fashaw

Cape May Police Chief

609-780-5242

15 Years of friendship

Marcia Kelleher

Business owner

609-675-3391

28 Years of Friendship

Dorann Hemminway

Police Administration

609-425-2451

5 years of friendship