

Jason Rego

Palm Coast, FL
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Authorized to work in the US for any employer

WORK EXPERIENCE

Flagler County Clerk

Flagler County Clerk of the Circuit Court & Comptroller Bunnell, FL – May 7 to Present

Maintain court records for the criminal misdemeanor division Ensure court's orders, judgments or directives are carried out within the parameters allowed by law.

Probation Officer

Judicial Correction Services - Bunnell, FL - July 2016 to May 4

Manage and prepare caseload of 150-200 probationers using exceptional time management skills

Make sure that probationers are completing and in compliance their court ordered conditions

Perform individual intakes

Communicate with other criminal justice agencies

Complete Motions, Order to Show Causes, and Warrants

Attend court for arraignments, pre trials, pleas, and violation of probation court dates

Take and allocate payments while making daily bank deposits

Prepare warrants, motions and other legal documents

Monitor house arrest probationers thru the use of an ankle monitor.

Administer Random Drug Screens and prepare samples to send out for Laboratory Analysis

Manage each probationer's case accordingly

Respond to emails as well as take phone calls

Business Owner

Radiotuga -Palm Coast, FL

Responsibilities

Own, manage and operate online radio business holding 30+ sponsors. Perform website maintenance as well as graphic design for print promotion. Marketing and business management

Skills Used

The ability to continuously find and maintain strong business relationships with our sponsors.

Cook / assistant kitchen manager

Grace Manor Assisted Living - Port Orange, FL - November 2012 to November 2014

Cook breakfast, lunch and dinner for 50+ residents. Complete and submit food and supply order budgeting and cost analysis. Inventory. Store food and clean kitchen following state and health department guidelines. Manage staff during food services.

SMT Machine Operator / Programmer

Delta Energy Systems - Palm Coast, FL - January 2000 to September 2004

Ran smt department including programming equipment. Did quality inspection of product and performed any rework if necessary.

Warehouse / IT / Web design

Matt's Incense - Bunnell, FL - January 2016

Responsibilities

Responsible for all warehouse work: Packaging, production, inventory

Responsible for IT, Web and Graphic Design, Digital Marketing

Accomplishments

Created and made a new Splash Page for the business, Set up all the social and digital marketing outlets, Graphic design of several different items including display stands

Skills Used

IT, Computer Skills including Microsoft Office, Photoshop and online website construction software.

EDUCATION

BA in Criminal Justice

Keiser University - Daytona Beach, FL

Certificate of completion in law enforcement Academy

Daytona State College - Daytona Beach, FL

SKILLS

Project Management, problem solving, and process development skills. Research, reporting, analytical skills, time management, budgeting and cost analysis (8 years), Bilingual .. Fluent Portuguese (10+ years)