

# Michelle Hovel

michelle\_hovel@yahoo.com

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## SUMMARY

Over ten years of experience in Law Enforcement assigned to various duty posts within Maricopa County facilities. Conscientious self-starter who is able to strategize and prioritize effectively to accomplish multiple tasks and stay calm under pressure. Knowledge of government regulations, compliance issues for incidents and emergency planning.

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## SKILLS

- Exceptional written and verbal communication skills
- Collaborative team player
- Goal-oriented and performance-driven
- Flexible and adaptable, always eager to take on new assignments
- Organized, detail-oriented and deadline sensitive

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## EMPLOYMENT

Phoenix College, Phoenix, Arizona

**Student Success Specialist**

**June 2019 to current**

Heard Museum, Phoenix, Arizona

**Security Officer**

**June 2016 to March 2017**

Maricopa County Sheriff's Office, Phoenix, Arizona

**Detention Officer**

**August 2000 to June 2011**

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## EDUCATION & CERTIFICATES

Arizona State University (2019-current), Criminology & Criminal Justice, B.S.

Phoenix College, Phoenix, Arizona (2019)

**A.A.S. in Administration of Justice & Forensic Technology**

**Associate in Arts**

Rio Salado Community College, Phoenix, Arizona (2000)

**Certificate for Completion of Sheriff's Office Detention Academy**

Arizona Institute of Business & Technology, Glendale, Arizona (1994)

**Certificate for Medical Records and Coding**

Flagstaff High School, Flagstaff, Arizona (1993)

**Diploma**