

JOHN CARLOS MENDEZ



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732-674-9567



Brick, NJ 08724

Professional summary

Detail-oriented and reliable professional with experience in government services, documentation processing, and customer service. Skilled in managing sensitive records, notarizations, and compliance-related tasks with accuracy and confidentiality. Strong interpersonal skills and ability to adapt quickly in fast-paced environments. Seeking to apply organizational and technical skills in a stable trade or government-related career.

SKILLS

- Government Documentation Processing (Passports, Mortgages, Trade Names)
- Notarization & Legal Compliance
- Customer Service & Public Assistance
- Records & Data Management
- Inventory & Operations Management
- Microsoft Office 365
- Customer satisfaction
- Telephone etiquette

EDUCATION

Ocean County Police Academy
Lakewood, NJ • 01/2024

Special Police Class One Training

Agape Co-op High School
Howell Township, NJ • 01/2023

High School Diploma: Distinguished Honor Roll

CERTIFICATIONS

- Microsoft Office 365 (Certified)
- Building Analyst Technician Certificate
- Special Police Class One Certification
- Notary Public (State of NJ)

EXPERIENCE

Ocean County Courthouse - Mortgage Room - Clerk / Notary
03/2025 - Current

- Process mortgages, discharges, cancellations, and tax sale certificates for the county.
- Perform notarizations and maintain compliance with legal requirements.
- Accurately record and update official property and tax records.
- Handle confidential documentation with attention to detail.

Ocean County Connection - Ocean County Mall - Passport Agent / Clerk / Notary
12/2024 - 03/2025

- Assisted the public in processing passport applications, trade name filings, veteran ID cards, and notarizations.
- Provided customer service to residents, ensuring accurate documentation and timely processing.
- Gained knowledge of government forms, verification procedures, and secure record handling.

Best Buy - Brick, NJ - Retail Sales Associate & Inventory Specialist
Brick, NJ • 10/2021 - 2024

- Assisted customers with product selection, financing, and protection plans.
- Performed inventory management, restocking, and shipment processing.
- Certified in Big Joe equipment and maintained compliance with safety standards.
- Handled store operations including opening/closing, registers, and organization.