

**Jaime D. Miller**

P.O. Box 336  
Lovington, VA 22949  
Phone: (434)263-7048 - office

► **Ms. Dorothy A. Spears-Dean, Ph.D.**

VITA  
Phone: (804)416-6201

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**Dear Ms. Spears-Dean;**

I am writing to express interest in assisting Region III by serving on the RAC, should my peers warrant the need for my service. I have worked in the PSAP Community since June 1, 1999. I started as a part-time dispatcher to work my way through college and I ended up loving the job and the colleagues I had made during my “part-time status” that I decided to make it my career. I have watched the small center I work in evolve greatly during my time in Nelson County, and I am sure that I will see much more before I retire. Should I have the opportunity to serve my region, bringing my voice from a smaller PSAP and the voice of other PSAPs in my region would truly be an honor as we shape the future of our community.

I am a highly committed individual when I am placed on a task; so having the chance to be a representative for my surrounding PSAPs would be a commitment that I would take very seriously and strive to fulfill with every chance I had. I feel that should I be awarded this opportunity, it would also give me a chance to grow professionally and become more confident for my employees at a local level. My qualifications are not as many as some of my peers, other than years of dedicated service to a small PSAP but I am a quick learner, I love a challenge, and I look forward to helping my center and those around me serve our communities to the best of our abilities.

If you need any further information from me regarding my interest, please feel free to contact me. I look forward to helping any way that you fit.

Sincerely,

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**Jaime D. Miller**  
Emergency Services Coordinator  
County of Nelson  
8/26/2015

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# JAIME D. MILLER

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P.O. Box 336 Lovingson, VA 22949 | (434)263-7048 - office | jmiller@nelsoncounty.org

## SUMMARY

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To assist Region III PSAP's by providing a voice and representation on the Regional Advisory Committee.

## SKILLS

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### Languages

- English is primary language
- Spanish – basic reading, writing, and speaking

### Software

- DaPro CAD
- Sentinel 911
- GeoLynx Mapping
- Microsoft Office Suite

## EXPERIENCE

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May 2012 - Present    Emergency Services Coordinator, *County of Nelson*

- Key responsibilities include Emergency Management as well as supervision of the E-911 Center for Nelson County. Maintain scheduling needs, staffing needs, training assistance, day – to – day operations management, as well as working as a fill in as needed.

June 1999 – May 2012    Senior Communications Officer, *County of Nelson*

- This position comprised all the duties of a 911 Dispatcher with the added responsibility of scheduling the center's employees and assisting with training.

## EDUCATION

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December 2001    Bachelor of Arts in Government, *Sweet Briar College*

June 1997    Diploma of Excellence, *Amherst County High School*



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August 28, 2015

Dorothy A. Spear-Dean, Public Safety Communications Coordinator  
Virginia Information Technologies Agency  
703 E Grace Street  
Richmond, VA 23219

Dear Ms. Spears-Dean,

I am writing to provide a letter of intent for Jaime D. Miller to serve on the Regional Advisory Committee on behalf of Nelson County; recognizing that she will be committing time to serve on this important committee.

Mrs. Miller has been employed with the County of Nelson since June 1, 1999, has served in the capacity of Public Safety Dispatcher, and is most currently Emergency Services Coordinator. Her long-standing tenure with the County is proof of her commitment to the field of public safety and the citizens that she serves. Mrs. Miller has always willingly accepted challenges that have been set before her with determination to complete the task well.

Mrs. Miller holds the certification of Dispatcher through Central Virginia Criminal Justice Training Academy; she maintains a current VCIN/NCIC certification, EMD certification, as well as several elective certifications that help her excel in the field of emergency dispatching. Miller obtained the majority of her certifications while working for the County and attending Sweet Briar College full-time, where she obtained her Bachelor of Arts degree in Government with a focus on American Legal Systems.

Mrs. Miller has dedicated herself to continual learning in the fields of emergency management and emergency dispatching and it is my opinion that serving on the RAC will help her further those endeavors. Mrs. Miller will bring experience and a desire to further the role of the emergency dispatcher to the Committee, along with dedication, and attention to detail. Should you need anything further please feel free to contact me directly, my email is [scarter@nelsoncounty.org](mailto:scarter@nelsoncounty.org) and my office number is (434)263-7001.

Respectfully,

A handwritten signature in black ink that reads "Stephen A. Carter". The signature is written in a cursive style with a long horizontal line extending to the right.

Stephen A. Carter  
County Administrator