

JESSICA CLAIRE

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SUMMARY

I am PV2 Coffman of the Tennessee Army National Guard. Returned from Advanced Individual Training on November 14, 2013 as a 25B (Information Technology Specialist) where I received extensive training in computer systems along with learning how to establish and maintain a network among computers using various routing protocols such as RIP, OSPF, EIGRP, etc. Graduated the 21 week long course with Honors and second in the class with a gpa of 96.2% in the overall course. Looking to settle back into civilian life as I plan to work my way to becoming an officer in the Army.

HIGHLIGHTS

- Data management
- Trained in defensive tactics
- Secret Security Clearance
- Honor Graduate
- Computer Repair
- Forklift Experience
- Shipping & Receiving
- Equipment maintenance

ACCOMPLISHMENTS

- *Awarded a Certificate of Achievement from Charlie Company 447 and Tennessee Army National Guard for scoring among the top in class during AIT.
- *Awarded Second Honors in 2011 from Morristown West High School.
- *Assisted in maintaining a warehouse for Team Technologies Inc. in 2012.
- *Diagnosed hardware and software failures and resolved technical issues with a [80] % success rate.

EXPERIENCE

25B (Information Technology Specialist), 03/2013 - Current

Pactiv – Temple, TX

Operate and troubleshoot computer systems, networks, VoIP phones, etc.

Communications

Material Handler, 09/2012 - 02/2013

Chevron – Sparks, NV

Maintained accurate stock records and schedules.

Unloaded, picked, staged and loaded products for shipping.

Conducted monthly, quarterly and yearly inventories of warehouse stock.

Operated MTS shipping system efficiently and accurately.

Received incoming shipments and reviewed contents against purchase order for accuracy.

Transported goods from racks, shelves and vehicles.

Worked at a rapid pace to meet tight deadlines.

Operated powered lift trucks, floor sweepers, pallet jacks and forklifts safely, with a 0% incident rate.

Packed containers and re-packed damaged containers.

Operator, 06/2012 - 09/2012

@Work Personnel – City, STATE

Produced passable merchandise; Minor Troubleshooting of Machinery; Packaging; Production

EDUCATION

MOS Qualified: Information Technology, 2013

25B - Fort Gordon, GA

Honors Academic Achievement Award

96.2% GPA

Coursework in Information Technology

High School Diploma: 2011

Morristown Hamblen High School - Morristown, TN

Graduated 2nd Honors with a GPA above 3.5