

Bryan Harris

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WORK EXPERIENCE

AFDW, Andrews Air Force Base, MD

Student Trainee (Office Automation) June 2015 – June 2016 , June 2016 – Sep 2016

- Answer telephones, direct calls, and take messages.
- Operate office machines, such as photocopiers and scanners, facsimile machines, voice mail systems, and
- personal computers.
- Compile, copy, sort, and file records of office activities, business transactions, and other activities. Compute,
- record, and proofread data and other information, such as records or reports.
- Open, sort, and route incoming mail, answer correspondence, and prepare outgoing mail. Complete work
- schedules, manage calendars, and arrange appointments.
- Count, weight, measure, or organize materials.
- Prepare meeting agendas, attend meetings, and record and transcribe minutes. Inventory and order
- materials, supplies, and services.
- Review files, records, and other documents to obtain information to respond to requests.
- Type, format, proofread, and edit correspondence and other documents, from notes or dictating machines,
- using computers or typewriters.
- Maintain and update filing, inventory, mailing, and database systems, either manually or using a computer.

ANDREWS AFB COMMISSARY, Andrews AFB, MD

• *Bagger, Jul 2014 – Present*

Signal 88 Security , Falls Church, VA

Security Officer, June 2018 – March 2019

Uber

Driver, June 2017 – present

EDUCATION

Southern High School, Harwood, MD

High School Diploma, Jun 2011

Wofford College Spartanburg, SC

Completed coursework towards Computer Science, Jan 2013

University of Maryland Baltimore College, Catonsville, MD

Completed coursework towards Computer Science, Mar 2014

University of Maryland University College, Largo, MD

Currently attending in pursuit of a bachelors degree in Computer Science

ADDITIONAL SKILLS

Proficient in the use of all Microsoft software (Excel, PowerPoint, Word etc.).

Knowledgeable with MAC products iPad, MacBook, iPhone. Very interested in web design. Experience with HTML, CSS, JavaScript, JQuery . Experience with C++. Experience Troubleshooting electronics for friends and family. Volunteer for the Boys and Girls club of Oxon Hill and Andrews Air Force Base.