

Cedric James
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Information Technology Specialist

Dear Manager or Human Resource Specialist,

I am currently working towards my degree for Information Technology Specialist. During my academic I utilized various software and OS, allowing me to become familiar and comfortable with troubleshooting both hardware and OS issues. I am currently hoping to join a team that is dedicated to utilizing and extending expertise to keep system components and networks functioning. At Bates Technical College I was able to put classroom knowledge into practical experience working freelance. I am also very familiar with corporate systems, experience I gained working as a data specialist at Chemical Bank in New York and at the Veteran's Administration hospital. I have exceptional knowledge and experience to detail. These skills I have learned while working for various employers in New York and in Washington. As you can see my experience is far more detailed than I can document.

What I liked most about my academic learning and employment experiences is that there are many methodologies to be gained from others who have different styles and techniques. I can work with diverse populations which was necessary while working as an Adult Basic Education instructor at the New York Technical College. I can also guide and be a valued team member. I enjoy system technology and assisting others on how to utilize the products and systems. Being able to manage an efficient system environment is the type of company I can see myself excelling in. In my spare time I like to develop my leadership and group managing abilities by being a hike leader with the Mountaineers planning, assessing skills and engaging hike members to determine better ways to create more satisfying experiences outdoors by encouraging both positive and negative feedback to improve everything I do.

I am a fast learner and very observant allowing me to anticipate things without verbal commands, which makes me an ideal team-player. My ability to follow written and verbal instructions is excellent. I would be an asset to your team, and I bring skills you require while decreasing the amount of time needed to train someone without experience. I am looking to move forward and engage more while expanding my horizon and practical expertise.

I desire the opportunity to grow and advance as a **Information Technology Specialist** creating and developing new methods and 'growing' your business. Being a self-starter with a desire to try new as well as tried things makes me an ideal candidate for your team. I have the capacity to lead and manage my time and workload efficiently as well as deciding how best to use products I encounter. I am very open-minded and willing to try and learn new techniques and follow instructions. I look forward to discussing my interests further and can be reached at cedricj5151@hotmail.com or by phone at 253.292.9373 (VRS) .

Thank you so much for your time.

Cedric James