

JUDE LEWIS
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EMPLOYMENT OBJECTIVE

I am seeking a position with your organization which can benefit from my prior work experience and military training. I offer over 2 years of experience in Multi-System Transmission Operations and Repair with extensive Military Training. I am very organized and precise with documented assignments and information. I am seeking a position where I can exercise independent judgment in completing assignments and tasks, while operating under general supervision thereby contributing to a positive work environment.

PERSONAL SUMMARY

“Accomplished Office Operations Specialist and Military Veteran with over 2 years of proven experience in the United States Army. Accomplished measurable results while leading teams in a dynamic, fast paced environment, possessing a comprehensive background in Multi-System Transmission Maintenance and Repair Operations. Extensive knowledge in Safety, Administration and Project Management.

- Proficient in Human Resource Operations and office Operations Systems
- Proficient Office Operations and Personnel accountability skills
- Skilled in compiling reports and spreadsheets and analyze and evaluate data.
- Extensive experience in Computer Data Operations; Excel Spreadsheets, MS Word, PowerPoint etc...
- Extensive skills in inventory control management software database operations
- Extensive experience in employee supervision and training
- Excellent communication skills and a professional demeanor gained through extensive interaction with customers.
- Proven enthusiastic leader with strong work ethics, excellent persuasion skills, highly respected integrity, team player, utilizing the most up to date management concepts

PROFESSIONAL EMPLOYMENT HISTORY

United States Army – Fort Gordon, GA

May 2016 – July 2018

Multi-System Transmission Maintenance & Repair Specialist

Duties consisted of testing circuits and components to scan for malfunctioning military telecommunications equipment in order to isolate sources of any malfunctions utilizing test meters, circuit diagrams, polarity probes and other provided tools and to initiate emergency repairs. Reviewed and analyzed system test readings, computer printouts, and trouble reports to determine equipment repair needs as well as to determine and implement required repair methods. Repaired and replaced faulty and malfunctioning equipment such as defective and damaged radios, telephones, wires, switching system components, and other associated equipment. Conducted routine inspection and equipment checks to ensure proper maintenance and functionality.

MILITARY SERVICE

United States Army – Fort Gordon, GA

May 2016 – July 2018

(E4) Army Specialist – Honorable Separation

MOS: Multi-System Transmission Maintenance & Repair Specialist

Decorations

National Defense Service Medal, Army Service Ribbon

EDUCATION and TRAINING

West Los Angeles College – Los Angeles, CA

June 2013

General Education

Slover Mountain High School - Colton, CA

June 2012

High School Diploma, General High School Curriculum

Fort Gordon Signal School - Fort Gordon, GA

July 2016

Multichannel Systems Operator, Radio operator / maintainer

ABCO College of Technology - Los Angeles, CA

October 2019 ~

Comp Tia A+, Security +, Network +, linux+,

Cisco CCNA, (CEH) Certified ethical hacker

Veterans & Youth Career Collaborative, Long Beach CA

May 2019 -

Logistics & Supply Chain Specialist, *Certificate of Course Completion*, **Osha 30 General industry training**, Occupation safety health administration (OSHA), **Project Management Professional (PMP)**, Project management institute(PMI), **Customer service and sales credentials**, National retail Federation (NRF)