KALEN WALTER

Information Technology / Project Coordination

CONTACT

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📍 Seattle, Washington

🧭 linkedin.com/in/valwalter/

EDUCATION

Computer Science (No Degree)
Glendale Community College
Glendale, AZ | 2011-2012

SKILLS

Linux CLI

Windows

Azure DevOps

Active Directory

Microsoft 365

PROFILE (Preferred name: Val Walter, pronouns: they/them/theirs)

Four years of career experience in information technology, document management, and project coordination. Trained on Active Directory, Azure DevOps (TFS), and Microsoft 365. 20 years of hobby information technology and system administration experience. Intermediate knowledge of the Linux CLI.

EXPERIENCE

Distributions Laboratory Technician

HCL Technologies | Seattle, WA | 05/2021 - Present

HCL Technologies is a multinational information technology services and consulting company. I am currently contracted by HCL Technologies for Microsoft, operating as a member of the distribution lab team for in-development Microsoft Surface devices. My duties are as follows:

- Receive shipments of classified project devices
- Verify device specifications with corresponding data sheets provided by project managers
- Distribute devices to individuals with appropriate Microsoft clearance
- Using Azure DevOps to manage and audit material database, and coordinate with project managers on material assignments
- Respond to project manager email and Teams requests for material reassignments in a timely manner
- Managing user account permissions with Active Directory

Software Duplication Specialist

ICM Document Solutions | Phoenix, AZ | 04/2017 - 08/2020

ICM is a full service, single-source provider for document management services. It was my responsibility to satisfy aerospace software requests for Honeywell using physical, on-hand media as well as database-sourced files. I mentored all junior software duplication specialists that came through our department. Some of my accomplishments during my tenure at ICM:

- Spearheaded organization relocation by documenting team processes, ensuring supply chain logistics remained in-tact and operational during relocation, and overseeing efficiency upgrades to the production intake, processing, and quality assurance departments.
- Worked inside a major Honeywell aviation customer site under strict FAA regulations with routine audits.
- Operated in conjunction with Honeywell IT department to deploy new systems.