Phone: (323) 506-7671

Mailing Address: Hawthorne, CA 90250

[Email: Humphreyjrsmith@gmail.com](mailto:Humphreyjrsmith@gmail.com)

**Humphrey Smith Jr**

Best time to reach candidate: Any time during the day

Requested Time off: None

Shift Desired: 1st 6am-2:30pm

Start Date/Availability: ASAP

**Career Objective:**

To build a long-term career in IT Field with opportunities for career growth & also enhance my educational and professional skills in a stable and dynamic workplace.

**Education:**

**Associates in Computer Electronic Engineering Technology**

**ITT-Technical Institute - Torrance CA August 2008 to October 2010**

● Design basic circuitry and draft sketches to clarify details of design documentation, under engineers’

direction

● Build prototypes from rough sketches or plans

● Assemble, test, and maintain circuitry or electronic components according to engineering instructions, technical manuals, and knowledge of electronics

● Adjust and replace defective circuitry and electronic components

● Make parts, such as coils and terminal boards, by using bench lathes, drills, or other machine tools

● Diagnose computer problems, monitor computer processing systems

● Install software and perform tests on computer equipment and programs

● Set up computer equipment, schedule maintenance and teach clients to use program

● Minor repairs and computer parts ordering.

● Familiarity with electronic equipment, Internet applications and security software’s

**Work History:**

**Control Room Operator**

**Vanderlande - LAX Airport**

**February 2019 – Present**

* Airline Flight gate & destination assignment
* Job site overview & system manipulation (in order to maintain a smooth & progressive operation)
* Cohesively working with a team to ensure customers satisfaction & fulfillment of needs and requirements
* Documenting and relaying pertinent information to workplace superiors and other affected parties
* Prioritization
* Decision making
* Outsourcing and delegating work duties to necessary personnel
* Housekeeping / cleanliness
* Multitasking
* Dispatching / answering phones / emailing
* Security Clearance (Customs)

**Caregiver**

**Hawthorne IHSS - Hawthorne, CA June 2014 to Present**

● Change linens and make beds

● Prepare and plan meals (including clean-up) Help with walking and light exercise

● Plan ahead for future meals, check expiration dates on food Do laundry (may include light ironing)

● Light housekeeping duties (such as vacuuming and dusting) Assist with dressing, grooming and bathing

● Take out the trash

● Run small errands (pick up prescriptions, go to the bank, etc.) Remind when to take medications

● Engage in mental and physical exercises

● Escort to appointments (doctor, physical therapy, hair salon, etc.) Organize mail and maintain a schedule/calendar

● Escort to religious services

● Engage in regular activities (talking, games, etc.) Provide companionship

● Record daily ca

● Make note of any significant changes in the client to the agency/service

● Remove all obstructions from documents before scan process

**Emergency Medical Dispatcher Adult Medical Transportation Reseda, CA**

**April 2014 to October 2016**

● Promptly answer, evaluate and prioritize incoming request for service calls

● Ability to professionally “control” difficult interactions and effectively direct the flow of the conversation or conflict

● Document all phone and radio transactions using a computer aided dispatch (CAD) program responsibly for accurate and complete data entry for the shift and all required paperwork

**Ambassador**

**Block By Block - Santa Monica, CA April 2015 to June 2016**

● Calculated visibility for assistance for visitors

● Maintain a professional persona while engaging and promoting events and retail locations Litter removal and light garden tending

● Direction assistance

**Order Puller/Packer/Stocker Syncreon - Torrance, CA January 2015 to March 2016**

● Temp Assignment.

**Taxi Dispatcher**

**Authorized Taxicab Supervision, Inc - Los Angeles, CA March 2012 to February 2016**

● Dispatch and transfer Taxicabs at designated location Transfer taxicabs throughout airport for waiting customers Keep live records of drivers

● Assist with information about airlines & terminals

**Mail Handler Casual**

**United States Postal Service - Los Angeles, December 2009 to February 2016**

● Load and unload containers of mail, transport mail and empty equipment mail inside postal facility Cancel stamps on parcel post final submission into CRM system Keep records of completed units

**Locker Room Attendant**

**City of Los Angeles Rec & Parks - Los Angeles, CA April 1999 to Present (Seasonal)**

● Collects admission tickets from the public Assist in-house computers and troubleshooting

● Enforces safety and order rules of the pool locker room

Reports potentially hazardous conditions to supervisor

● Internal maintenance management including collecting linens and performed cleaning tasks

**Document Imaging Specialist Xerox / Conduent - Torrance, CA August 2014 to October 2017**

● Prep documents according to clients request or requirements

● Rewrap damaged packaging

● Load and unload bulk mail to distribution areas and sorting machines

**Linked In Address**

[linkedin.com/in/humphrey-smithjr](http://linkedin.com/in/humphrey-smithjr)

**Certifications/Licenses**

Basic First Aid & Adult/Child/Infant CPR November 2017 to November 2019

Guard Card

Sept 2019 to Sept 2021

Guard Card # 6459880

Home Health Aide

October 2017 to October 2019

**Home Health Aid / Caregiver**