**MATTHEW H. DREWELOW**

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Tacoma, WA 98446

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Objective:  **IT Help Desk Technician**

Available to accept a IT Help Desk Technician position where well developed organizational, inguinal, and leadership skills create strong teams, provide unsurpassed decision making to enhance a focus on information technology support.

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| Summary of Qualifications: | More than 2 years of experience as an **Armed Security Sentry** specializing in the protection, safety  and well-being of Naval shipyards, Nuclear Aircraft Carriers, Nuclear Submarines, more than 5,000 military personnel, Dispatcher, reaction team leader and trainer and conducting personnel as well as vehicle inspections.  More than 6 years of experience as a **Lifeguard and First Responder** while leading up to a team of 20 qualified people in training, mentoring and overall safety. No time loss accidents or discrepancies while leading.  Selected as a **Field Training Officer and Chief of the Guard**.  **Current Secret Security Clearance.** |

Professional

Highlights: *Clover Park Technical College*  Lakewood, Washington

**Data Entry / Building Monitor 2020 - Present**

Assisting in ensuring campus safety through COVID-19 Safety Measures and maintaining digital records of employee and student check in forms. Recognized for:

* Conducted more than 500 check in’s per week.
* Serving campus safety by enforcing campus Covid-19 guidelines.
* Zero-time loss data entry issues.
* Noted for showing top level customer service and communication.
* Ensuring the safety and well-being of students and staff.

*Skydive Midwest* Sturtevant, Wisconsin

**Lead Tandem Instructor / Operations Manager 2016 - 2017**

Leading a team of 20 instructor staff through safety, professionalism and customer service.

Recognized for:

Oversaw the completion of more than 15,000 safe skydives.

Conducted daily inspections of lifesaving equipment.

Designed and implemented Customer Satisfaction comment cards for instructors.

Held the highest number of working jumps and most days worked.

Successfully and safely completed more than 2,500 working skydives.

*United States Navy* Naval Base Kitsap Bremerton, Washington

**Security Watch Commander 2013 - 2016**

Serving as a Security Chief of the Guard, Training Officer and Dispatcher on board USS John C. Stennis. Recognized for:

* Continually ranked at the top 1% among more than 200 Security Personnel.
* Became Fully Qualified faster than 99% of the Department.
* Lead a team of more than 80 through an intensive training course on Room Clearing to obtain a

perfect score for a Navy wide Qualification.

* Ensure Safety of Personnel by conducting more than 2,500 Vehicle Inspections.
* Completed more than 5,500 hours of Armed Security Watch Standing.

*Naval Base Great Lakes* Naval Base Great Lakes, Illinois

**Coalition of Sailors Against Destructive Decisions** **2012-2013**

Leading a Team of 12 personnel to directly instruct, motivate and guide New Sailors on Good, Healthy

and Responsible decision making. Recognized for:

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* Spoke to more than 2,000 New Sailors about Good Decision Making.
* Decreased DUI’s on Post by more than 70%.
* Planned and Conducted more than 25 Events to Support Young Sailors.
* Selected as Team Leader by the Base Commanding Officer.
* Recognized by Admiral Williamson for Increasing Productivity by 50%.

Educational **High School Diploma**

Background:Geneseo High School Geneseo, IL – Awarded in 2010

Graduated with a GPA of 3.39.

Worked part time while attending classes.

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Leadership **USN Non-Commissioned Officer Professional Development Course** – Focus

Training: on effective management, leadership, communications, and team building.

**USN Non-Commissioned Officer Leadership School –** Focus on developing performance metrics, coaching for optimum achievement, and managing complex projects.

Awards and **Sailor of the Quarter –** Selected from 100 candidates based on leadership,

Recognition: team building, and work ethic.

**Flag Letter of Commendation –** Chosen for unprecedented leadership and Military Bearing.

**Good Conduct Medal** – Recognized for 3 years of continuous Good Conduct Service.

**Eagle Scout**–Earned the Rank of Eagle Scout in Less than 6 Years.

Community **Leap for Lupus –** Volunteer

Service: **Leave No Trace** – Active Member and Volunteer

**Boy Scouts of America** – Volunteer

Personal: Proficient in Microsoft Word, Excel, PowerPoint, and Outlook.

Made my first ascent of Mt. Rainier at age 15.

Enjoy reading, hiking, camping, climbing, skiing, and fitness.