👔 Resume

👋 Hello, I'm Jeremy Duncan

I'm a highly motivated veteran that has over a decade of experience as an Electronic Technician and Network Administrator. I love solving problems and I work well with teams to accomplish projects.

I've been in the process of transitioning from my military career to a new career as a Software Developer. During this transition I have been going to DeVry University full-time working towards a Bachelor's of Science in Computer Information Systems with a focus in Software Programming. I am interested in gaining real-world experience through internships and mentorship on my journey to my career path.

☎️ Contact Information

📞 Phone Number — 770-309-2046

📧 Email address — jeremy.duncan1984@gmail.com

🌐 Portfolio — www.Jeremy-Duncan.com

🔗 GitHub — https://github.com/JeremyDuncan

🔗 LinkedIn — Jeremy Duncan | LinkedIn

👷 Work Experience

Internal Voice Communication Technician

United States Navy — *2015 - 2018*

▼ *Job Description*

➡️ Operated and performed installation, testing, troubleshooting, maintenance and repair of shipboard telephony systems and other digital telephone switching systems.

➡️ Analyzed system faults, isolated, identified, and performed corrective actions as required ensuring 24-hours-a-day operation.

Work Center Supervisor

United States Navy — *2015 - 2018*

▼ *Job Description*

➡️ Scheduled and supervised the accomplishment of weekly work center maintenance tasks. Ensured prompt documentation of all noted material deficiencies in the work center if required.

➡️ Ensured maintenance personnel were trained and qualified to perform maintenance and work on designated equipment.

➡️ Analyzed and reported any maintenance requirements that were believed to be inadequate or excessive or when performance would cause a hazardous condition to exist; or replacement documents were required.

Electronics Data Systems Technician

United States Navy — *2015 - 2018*

▼ *Job Description*

➡️ Maintained data link, inertial navigation, tactical network, message routing digital production/projection, calibration, fiber optics, micro-miniature module test and repair, computer-based, and peripheral computer systems.

➡️ Analyzed equipment operation, established computer, and network configurations, and troubleshot and repaired computer-based equipment to the lowest replaceable unit.

➡️ Executed casualty control procedures, restored operability for all assigned electronic equipment.

Information System Maintenance Technician

United States Navy — *2012 - 2018*

▼ *Job Description*

➡️ Performed organizational and system maintenance on end-to-end information systems.

➡️ Experience working with Local and Wide Area Networks, Desktop Computers, Routers, Switches, and Satellite Communications (SATCOM).

➡️ Knowledge in CompTia A+, CompTia Security+, MCDST XP, Video Switch technology, working knowledge in Windows NT, Windows XP, Windows 10, UNIX, and Image Deployments.

US Navy Instructor

United States Navy — *2011 - 2018*

▼ *Job Description*

➡️ Qualified Navy instructor that directed teaching and learning activities in schools; training centers, and selected reserve units.

➡️ Wrote learning objectives; prepared test items; evaluated instructional materials and results; and counseled students on academic learning problems.

Electronics Radar Systems Technician

United States Navy — *2010 - 2018*

▼ *Job Description*

➡️ Maintained surface search, air search, weather radar systems, radar video switchboards, synchro Identification Friend or Foe (IFF) equipment, and tactical air navigation equipment.

➡️ Performed administrative functions that included updating casualty reporting messages, technical manuals, equipment maintenance records, and managing test equipment calibration requirements.

➡️ Analyzed equipment operation and alignments, troubleshot, and repaired equipment to the lowest replaceable unit.

Gage and Meter Calibrator

United States Navy — *2008 - 2018*

▼ *Job Description*

➡️ Calibrated and maintained shipboard Pressure, Temperature, Electric Meter, and Torque Calibration.

➡️ Ensured the proper operation, care, and maintenance of Shipboard Gage Calibration Program test equipment.

➡️ Documenting and tracked of multiple ship's calibration programs.

2M Micro Miniature Repair Technician

United States Navy — *2007 - 2018*

▼ *Job Description*

➡️ Experience with advanced soldering techniques, performing high quality and reliable solder connections on complex circuit card assemblies.

➡️ Performed miniature electronic repairs to single-sided and double sided printed wiring boards (PWB).

➡️ Repaired PWB laminate and conductor damage, removed and applied PWB conformal coating, and repaired multilayer, flexible, and plastic, panel-printed circuit boards.

Electronics Technician

United States Navy — *2005 - 2018*

▼ *Job Description*

➡️ Maintained shore-based, ship-based, and portable communications equipment, including all associated cabling, computer, multiplexing, switching, cryptographic, recording, cooling water, and dry air systems

➡️ Analyzed equipment operation and alignment, troubleshot, and repaired equipment to the lowest replaceable unit.

➡️ Supervising personnel who conducted tool and test equipment inventories, logistics support, and maintenance and testing of systems and equipment.

🛠️ Skills

💾 Programming Language Experience

⭐ JavaScript	⭐ Java	⭐ Python	⭐ Ruby	⭐ Jest
⭐ React	⭐ C#	⭐ HTML	⭐ Ruby on Rails	⭐ RSpec
⭐ Node.js	⭐ Swift	⭐ CSS	⭐ PostgreSQL	⭐ Pry

💻 Computer Information Systems Background

- Prior CompTia Security+ Certified.
- Microsoft Support Desktop Technician Experience.
- Network Admin experience.

🤝 Teamwork Skills

- Experience working with diverse teams to complete tasks.
  - Understands the value of teamwork, and the experience everyone can bring to a team.
  - Positive and professional demeanor when working with team members.

🗣️ Communication Skills

- Able to effectively communicate with teams.
  - Understands when to ask for help if having problems completing or does not understand task given.

⌛ Time Management Skills

- Able to prioritize tasks based on deadlines provided.
  - Understands the importance of being on time, meeting deadlines, and staying organized.

🧠 Analytical Skills

- Analyzes problems and situations to determine the best course of action.
  - Able to adapt to any circumstance and to overcome obstacles.

📚 Education

🎓 DeVry University

💻 Bachelor of Science - Computer Information Systems and Software Programming Candidate

- 2021 - November 2023 (Projected)
- Grade: 4.0 GPA, Deans List awardee
- Nominated for the National Society of Leadership and Success
- Nominated for the Alpha Chi Honor Society

💻 Associate of Applied Science - Information Technology and Networking

- 2021 - June 2022
- Grade: 4.0 GPA, Deans List awardee
- Nominated for the National Society of Leadership and Success
- Nominated for the Alpha Chi Honor Society

⭐ Certifications

💾 Programming Essentials

💾 JavaScript Algorithms and Data Structures

💾 Responsive Web Design

💾 Front End Development Libraries

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