**JEREMY DUNCAN**

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[www.jeremy-duncan.com](http://www.jeremy-duncan.com/)

**PROFESSIONAL SUMMARY**

Aspiring Software Developer and United States Navy Veteran with 13+ years of proven experience as an Electronics Technician. Skilled at teamwork, communication, and analysis. Led teams of 27 personnel in a dynamic, fast-paced environment. Possess a comprehensive background in information systems, developing technical studies and investigations, problem resolution, and individualized instruction; managed equipment valued over $3M. Adept at maintaining, installing, and repairing various electronic systems and components. Career supported by a Bachelor of Science in Computer Information Systems and Software Programming and an Associate of Applied Science in Information Technology and Networking

* Front & Back End Development
* UX Design
* Technical Documentation
* Information Systems
* Hardware Diagnostics
* Operations Management
* Training
* Professional Development
* Blueprint | Schematics

**TECHNICAL COMPETENCIES**

**Software**: Microsoft Office 365, Google Docs, Adobe, SharePoint, VSCode, GIT, Visual Studio, Anaconda

**Networking**: LAN, WAN, VPN, Wireless, Switches, Routers, Wi-Fi

**Programming:** Java, JavaScript, Python, Ruby, Jest, React, RSpec, Node.js, Swift, C#, HTML, CSS, Ruby on Rails, Pry, PostgreSQL, Material-UI

**Operating Systems:** Linux, Mac, Windows Server 2008, Windows 11

**Processes:** Change Management, Imaging, OSI Model, Active Directory, Agile, Scrum, UX Sprints

**Enterprise Applications:** PeopleSoft, CRM, GitHub

**RELEVANT COURSEWORK**

Critical Thinking & Problem-Solving | Introduction to Technology & Information Systems | Operating Systems | Programming| Digital Devices | Cloud Computing | Machine Learning & AI | Fundamentals of Information Security | Database Programming | Object-Oriented Programming | Software Engineering | Business Application Programming | Network & Security Testing

**EDUCATION**

**Bachelor of Science in Computer Information Systems and Software Programming**

DeVry University | GPA 4.00/4.00 | May 2021-Current

**Associate of Applied Science in Information Technology and Networking**

DeVry University | CGPA 4.0/4.00 | June 2022

**Undergraduate Certificate in Programming Essentials**

DeVry University |CGPA 4.00/4.00 | June 2022

**PROFESSIONAL DEVELOPMENT**

Trained Electronics Technician

Trained Military Leadership

Trained Information Systems

Trained Information Security

Trained Journeyman Instructor

Wireframes and Low-Fidelity Prototypes Certified | August 2022

UX Design Process Certified | August 2022

Foundations of UX Design Certified | July 2022

Front End Development Libraries Certified | July 2022

Responsive Web Design Certified | March 2022

JavaScript Algorithms and Data Structures Certified| February 2022

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**EXPERIENCE**

**United States Navy | Various Locations 2005 – 2018**

**Senior Electronics Systems Technician (2015 – 2018)**

Supervised assigned personnel in accordance with organizational guidelines, policies, and procedures. Responsible for training, outfitting, and certification of Littoral Combat Ship USS Gabrielle Giffords (LCS-10).

* As Work Center Supervisor, maintained accountability and serviceability of equipment valued in excess of $3M; Mitigated negligent loss and destruction of government property, implemented best practices throughout the organization
* Directed daily operations and resource management; Provided senior leadership advisory on strategic planning, human capital management, fiscal matters, policy and process, quality management, problem-solving, and cross-functional collaboration for 70 personnel
* Maintained surface search, air search, weather radar systems, radar video switchboards, synchro identification equipment, and tactical air navigation
* Maintained data link, inertial navigation, tactical network, message routing digital projection, calibration, fiber optics, micro-miniature module test and repair, computer-based, and peripheral computer systems
* Maintained shore-based, ship-based, and portable communications equipment, including all associated cabling, computer, multiplexing, telephony systems, switching, cryptographic, recording, cooling water, and dry air systems

**Lead Field /Cyber Support Technician (2012 – 2015)**

Provided centralized cyber support for U.S. and International students assigned to learning sites located in Hampton Roads. Led team members and provided professional development, training, mentorship, compliance with standard operating procedures, and counseling.

* Oversaw the thorough testing of 72 software images as Imaging Team Leader in preparation for the upgrades of over 1,800 workstations to windows 7
* Analyzed equipment operation, established computer and network configurations, and repaired computer-based equipment to the lowest replaceable unit
* Troubleshot and repaired critical computer systems failures resulting in closing over 1,091 trouble call tickets across 6 learning sites
* As Divisional Training Officer, provided technicians training for professionalism, technical progression, and Cyber Security Workforce Certifications through classroom and on the job training
* Performed administrative functions that included updating casualty reporting messages, technical manuals, equipment maintenance records, and managing test equipment

**Electrical Repair Technician (2005 – 2012)**

Provided logistics and maintenance support of communication, radar, navigation, and computer systems and provided technical training to personnel of 10 Navy Patrol Coastal ships and 6 Coast Guard Patrol Boats.

* Led a team of 27 personnel as the Ship Supervisor, responsible for coordinating all maintenance and repairs of the USS Sirocco (PC-6), USS Squall (PC-7), and USS Chinook (PC-9)
* Developed and maintained command’s test equipment program, responsible for inventory, calibration, repair, and logistics of over 300 pieces of electronic test equipment in support of 10 Patrol Coastal Ships and 3 Maintenance Support Teams.
* Established command’s first meter and gage calibration program which calibrated and maintained all shipboard pressure, temperature, electric meter, and torque tools across 10 Patrol Coastal ships and 3 maintenance teams
* Provided electronics maintenance and logistical support during independent remote missions in Kuwait and Djibouti in support of Operation Enduring Freedom.
* Repaired over 102 electronic casualties from radar, communication, and navigation systems, saving the US Navy over $2.16 million dollars in contractual, logistical, and repair costs