**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 12 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 at $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 End Development
* Back End Development
* UX Design
* Information Systems
* Technical Documentation
* Operations Management
* Hardware Diagnostics
* Blueprint | Schematics
* Semiconductor Process System

**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 | Fundamentals of Information Technology & Networking | Cloud Computing | Machine Learning & AI |

Fundamentals of Information Security | Database Programming | Object-Oriented Programming | Software Engineering |

**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 (2007 – 2018)**

Supervised assigned personnel in accordance with organizational guidelines, policies, and procedures.

* 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
* Performed administrative functions that included updating casualty reporting messages, technical manuals, equipment maintenance records, and managing test equipment
* 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 12 personnel
* Maintained surface search, air search, weather radar systems, radar video switchboards, synchro identification equipment, and tactical air navigation

**Electrical Repair Technician (2005 – 2007)**

Accounted for the professional development, training, mentorship, compliance with standard operating procedures, and counseling of assigned personnel.

* 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
* Operated and performed installation, testing, troubleshooting, maintenance and repair of shipboard telephony systems and other digital telephone switching systems
* Analyzed equipment operation, established computer and network configurations, and repaired computer-based equipment to the lowest replaceable unit
* Maintained shore-based, ship-based, and portable communications equipment, including all associated cabling, computer, multiplexing, switching, cryptographic, recording, cooling water, and dry air systems
* Calibrated and maintained shipboard pressure, temperature, electric meter, and torque calibration