

Shawn Michael Stephens

2030 South 8th Street • Fernandina Beach, Florida 32034 • (904)-415-3061 • shawnmstephens@gmail.com
<https://www.linkedin.com/pub/shawn-stephens/b6/837/680>

Dear Selection Committee:

We are what we repeatedly do. Excellence, then, is not an act, but a habit. -Aristotle

I believe my enthusiasm to become an effective and committed employee at BH Defense is my greatest asset. In today's highly competitive and fast paced technology industry, organizations need strong aggressive people to meet ever-changing business development goals. I am certain I can contribute this level of performance to your team.

I am an analytical, insightful, and highly-disciplined problem solver with a demonstrated ability to identify and secure project resources, and provide the quality leadership that invokes committed professional participation on the contractor and subcontractor levels. Because I excel at building mutually respectful relationships, I have developed and sustained exceptional networks and have earned the respect of a wide variety of mentors, educational staff, senior managers, and clients. Maintaining meticulous attention to detail, inspiring team accomplishment, and delivering quality, on-time project execution are areas in which I excel. I am comfortable in areas of:

- Producing detailed Reports by sub-setting, sorting, grouping, and enhancing reports.
- Define business needs by defining the business needs then to write, run, review the results and if there are inaccuracies or errors; review the data to effectively signal out defects or products that do not align with the business day-today functions.
- Formatting data values using program formats, creating and applying User-defined Formats and temporary formats.
- Reading data sets and Spreadsheets with customization or adding permanent attributes.
- Manipulating data using program functions with conditional processing
- Combining data sets by concatenation data sets by merging data sets one-to-one and one-to-many.
- Additionally, can install, maintain and repair/custom hardware of all kinds while examining systems to locate problems such as loose connections and broken insulation then run diagnostic tests to verify functionality.

I feel confident that I can bring an excellent backdrop of professional experience to your organization and welcome the opportunity to speak with you personally to explore ways in which I can make a substantial contribution to the BH Defense's initiatives.

My resume is included for your review and I look forward to hearing from you at your earliest convenience.

Sincerely,

Shawn Stephens

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- ✦ Software: Microsoft Office Suite, Adobe Photoshop, Visio, AZURE, MS Dynamic, Blackbaud, Salesforce
- ✦ Hardware: Familiar with Analog Circuit, Digital Circuit, PCB design, and schematic board layout
- ✦ Networking: Familiar with Web Technology HTML, Ruby, SQL, VBA, SharePoint, and Web-Based Platforms

Experience

Built Drones

Jacksonville, FL

Unmanned Aerial Systems (UAS) Senior Engineer

March 2017 – Present

- ✦ Conducting and supporting UAS flight operation's interface routinely with the R&D team to meet project-specific technical discussions and needs.
- ✦ Performing payload integration, mechanical fabrication, electronics wiring and autopilot tuning in support of ongoing R&D and test activities while maintaining detailed logs of platforms flight times, maintenance records, FAA authorization and waivers, flight batteries, and documents activities in accordance with standard operating procedures. Directs staff to complete tasks in a timely/accurate manner while measuring efficiencies, quality, and quantity of work produced.
- ✦ Working a CLI Command beta test platform for Cleanflight/Betaflight and keep pushing the envelope in terms of performance towards new flight controller's API striving to evolve into a fully grown, stable and well maintained firmware by various developers.

Big Brother Big Sisters Northeast Florida

Jacksonville, FL

Assistant to S.V.P of Operations

July 2015 – January 2016

- ✦ Assisted with an IT Software Acquisition Project Management Program. Followed established industry project management professional (PMP) protocols while also coordinating various processes and with BBBS IT assessment
- ✦ Achieved operational objectives by contributing information and recommendations to strategic plans and reviews; prepared and completed action plans; implemented production, productivity, quality, and customer-service standards; resolved problems; identified system trends; determined system improvements; implemented change
- ✦ Identified the inter connections between business's technical workflows with current in-house technology, ensured alignment with enterprise standards and in context of business strategic plan
- ✦ Developed actionable insights from examinations to make recommendations on key business strategies and facilitated problem solutions by describing requirements with the CRM work-flowchart and diagram; studied system capabilities; analyzed alternative solutions; prepared system specifications

Assistant to V.P of Finance

July 2015 – January 2016

- ✦ Responsible for conducting the full range of activities required to prepare, submit, and manage grant proposals to foundation and corporate sources by acquiring \$7,000 in the short interim position that was held
- ✦ Proven success in communicating with users, other technical teams, and senior management to collect requirements, describe software product features, technical designs, and product strategy
- ✦ Work closely with Product Management to determine system's scope and to ensure that system features meet requirements for a ground zero IT assessment while acquiring \$210,000 for implementation of new Technology

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Education/Training

University of North Florida

Bachelors in Mechanical Engineering – International Business

Jacksonville, FL

Gradation Date: May 2018

- ✦ Major: Physics: Concentration in Mechanical Engineering
- ✦ Major: International Business and Development
- ✦ Minor: Marketing
- ✦ American Society of Mechanical Engineering (ASME): Member

Year Up Jacksonville

January 2015–Present

Year Up is a leading one-year career development program with 250 corporate partners around the country; the program includes college-level courses, professional training, and a six-month internship

- ✦ Chairman of the Jacksonville NAA Local Board
- ✦ Member of Jacksonville Chamber of Commerce

Florida State College at Jacksonville

Jacksonville, FL

Associate in Arts- Business

May 2016

- ✦ Major; International Business and Development
- ✦ Minor: Financial Operations, Current GPA: 3.86
- ✦ Student Government Association: Student Senator
- ✦ Student Life & Leadership Development: Student Ambassador

Awards and Honors

- | | |
|--|---------------|
| ✦ Lean Six Sigma Green Belt | May 2017 |
| ✦ Academy of Model Aeronautics Member | EXP: 02/28/18 |
| ✦ Federal Aviation Administration | EXP: 04/10/19 |
| ✦ The David Retik Award for Excellence | January 2016 |
| ✦ SAS ANOVA Regression/Logistic Regression Certification | December 2015 |
| ✦ SAS Programming 1 Certification | December 2015 |
| ✦ Business Operations Certificate | May 2015 |
| ✦ Business Specialist Certificate | May 2015 |
| ✦ Phi Theta Kappa: Honors Award | April 2015 |