

# Kelvin Owens

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42 West Long Street, Abbeville, MS 38601

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## Summary

Dedicated and skilled IT professional with a strong foundation in Windows operating systems and server administration. Proficient in utilizing a range of software tools, including the Microsoft Office Suite, Adobe Photoshop, and AutoCAD, with expertise in basic AutoCAD customization and scripting. Certified in the foundations of C#.

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## Work Experience

### MBS Administrator

2023 – Present

*Whirlwind Steel Buildings and Components - Huston, TX*

- Install, configure, and maintain the Metal Building Software system across various platforms and devices.
- Monitor system performance, troubleshoot issues, and implement solutions to minimize downtime.
- Keep the software updated with the latest updates and patches, ensuring security and functionality.

### Metal Building Detailer

2021 – 2023

*ACI Building Systems, Inc. - Batesville, MS*

- Provide detailed drawings of erection plans for building erection.
- Create detailed fabrication drawings of building parts for fabrication.
- Use Microsoft Word and Microsoft Excel to calculate total parts and accessories for fabrication and shipping purposes.

### Substitute Teacher

2016 – 2018

*Lafayette County School District - Oxford, MS*

- Instruct students and facilitate their learning in the regular teacher's absence.

### Project Manager

2015 – 2016

*McGregor Industrial Steel and Fabrication, Inc. - Oxford, MS*

- Provide detailed drawings of fabrication drawings and erection plans for custom projects.
- Oversee manufacturing of projects.
- Use Microsoft Word and Microsoft Excel to calculate total parts and accessories for shipping purposes.

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## Metal Building Detailer

2005 - 2015

*ACI Building Systems, Inc. - Batesville, MS*

- Provide detailed drawings of erection plans for building erection.
- Create detailed fabrication drawings of building parts for fabrication.
- Use Microsoft Word and Microsoft Excel to calculate total parts and accessories for fabrication and shipping purposes.

## Nationally Certified Pharmacy Technician

1998 - 2005

*BMHCC- NM - Oxford, MS*

- Responsible for preparing and delivering all medication to nursing stations daily.
- Responsible for filing doctor's orders and prescriptions.
- Responsible for inventory of medications in the pharmacy.
- Disposed of used, discarded, or expired medications.

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## Education

### Software Development

Additional Study

### Base Camp Coding Academy

2023- Present

### Drafting & Design Technology

Associate of Applied Science

### Northwest Mississippi Community College

1995- 1997

### Computer and Information Science

Additional Study

### University of Mississippi

1994- 1995

### South Panola High School

Diploma

### Batesville, MS

1990- 1994

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## Certifications

### Foundational C#

Foundational C# with Microsoft Certification Exam

### freecodecamp

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### AI Prompting Essentials Certified (AIPEC)™

### Management and Strategy Institute

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