Kelvin Owens

(662) 832 - 9733 · Kelvin.Owens@gmail.com
LinkedIn: kelvinowens
Github: KelvinOwens1

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#.

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
                                                             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.

Substitute Teacher   2016 – 2018

Lafayette County School District - Oxford, MS

- Instructed students and facilitated their learning in the regular teacher's absence.

Project Manager   2015 – 2016

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

- Provided detailed drawings of fabrication drawings and erection plans for custom projects.
- Oversaw manufacturing of projects.
- Used Microsoft Office products to produce ordering and shipping documents.

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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.

Education

Software Development Apprentice	**Base Camp Coding Academy Graduate Institute**
Additional Study	2023- Present

Drafting & Design Technology	**Northwest Mississippi Community College**
Additional Study	1995- 1997

Computer and Information Science	**University of Mississippi**
Additional Study	1994- 1995

South Panola High School	**Batesville, MS**
Diploma	1990- 1994

Certifications

Foundational C#	**freecodecamp**
Foundational C# with Microsoft Certification Exam	Issued Sep 2023

AI Prompting Essentials Certified (AIPEC)™	**Management and Strategy Institute**
	Issued Sep 2023

Technical Skills

Python
HTML
CSS
JavaScript
Java
Spring-boot
PHP
C#
SQL

Professional Skills

Project Management
Visual Studio Code
Windows Systems
Microsoft Office
Microsoft Word
Microsoft Excel