INFORMATION TECHNOLOGY SUPERVISOR

Summary

Seeking a position as an Information Technology Specialist. Over 5 years of information technology experience in the U.S. Army, including over 1 year of supervisory experience. Trained personnel in the set-up of IT equipment, ensuring all equipment is properly connected and functioning. Regularly troubleshoot and install various IT equipment and systems. Accountable for the maintenance and inventory of over $1 million worth of IT and other communications equipment with zero losses or damages. Possess a Security and Microsoft Certification and a Secret Security Clearance.

Highlights

- Excellent communication techniques
- Manufacturing systems integration
- Multidisciplinary exposure
- Design instruction creation
- Project management
- Complex problem solver
- Advanced critical thinking
- SharePoint
- Microsoft Excel, Project and Visio

Accomplishments

Army Achievement Medal for impacting the communications network and overall success of Key Resolve 13 in Yong San, Korea. Air Force Achievement Medal for supporting Operation Iraqi Freedom and performing as an outstanding senior controller. Certificate of Achievement for outstanding support as a member of the Tiger Team during the Windows 7 Migration. Good Conduct Medal for exemplary behavior, efficiency and fidelity in active federal military service.

Experience

Information Technology Supervisor 01/2011 to 05/2014 Company Name City , State

- Supervise up to 10 personnel at one time, delegating tasks, conducting performance evaluations and providing corrective counseling as necessary.
- Train personnel in the set-up and proper use of IT related equipment while adhering to all policies and procedures.
- Responsible for the inventory of over $1 million worth of network communications equipment.
- Tasked by President of the United States to act as supervisor and maintain signal communications for Fort Bragg army base.

Information Technology Technician 01/2009 to 01/2011 Company Name City , State

- Maintained communications equipment in order to effectively relay confidential and secret information.
- Utilized electronic test equipment to troubleshoot malfunctioning communications equipment and complete repairs as necessary.
- Regularly set up and added computer systems to a communication network, installing operation systems, accessing stored programs and utilizing IP addresses.
- Received training in LAN/WAN protocols.

Radiology Technologist 05/2008 to 09/2008 Company Name City , State

- Routinely performed radiological examinations in a medical clinic.
- Competent and experienced in the set-up and adjustment of medical devices or equipment.
- Regularly provided customer assistance, ensuring all patients received timely and accurate care.
- Accountable for the accurate documentation via electronic database and file system ensuring all confidentiality was maintained.

Command Post Controller 10/2001 to 10/2005 Company Name City , State

- Provided command, control, communications, and information support throughout operations during peacetime, emergency, and disaster situations.
- Received and relayed instructions and records, submitting manual and automated data products.
- Disseminated time-sensitive critical information to senior leaders and support agencies.

Education

Certification, Windows 7, Microsoft, Fort Bragg, NC, 2012
*Certification, Security , Comptia, Yong San, Korea, 2012
*Distinguished Graduate Certificate, Information Technology (Network Communications) Course 2009 U.S. Army City , State
Certificate, IT Network and Cisco Routing, IT Field Services Branch 2009 City , State
Associate of Science : Radiography 2008 Northwest Florida State College City , State Radiography
Certificate 2001 IT Tech Prep, Trumbull Career and Technical Center State
Diploma 2001 Warren G. Harding City , State

Skills

Army, Cisco, counseling, customer assistance, database, documentation, Information Technology, inventory, IP, LAN, Windows 7, Network, personnel, policies, protocols, repairs, Routing, San, supervisor, test equipment, troubleshoot, WAN