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| --- | --- |
| Ray Moody | Louisville, KY |
| +1 (502) 558-9240 |
| Administrative Support | principal@mistermoody.com |

**Summary of Qualifications**

Accomplished professional with nearly 20 years of teaching and public service experience, recognized for strong interpersonal and communication skills across diverse communities. Adept at supporting leadership through professional correspondence, workflow management, scheduling, and report preparation. Brings proven ability to collect, analyze, and document data with precision in both field and office environments, while maintaining a high standard of documentation, reporting, and database management. Skilled in coordinating office operations, requisitioning supplies, and sustaining accurate records, with a track record of delivering organized and efficient administrative support.

**Professional Experience**

**2022 – Present** *Sole-Proprietor* **D/B/A Mister Moody** Kentucky, U.S.A.

* Perform bid-based assignments for national telecommunications networking and cabling service providers, performing structured cabling surveys, installations, and end-to-end connectivity testing and troubleshooting.
* Execute disciplined, task-driven network operations including device factory resets, static IP configuration, switch port validation, and cutovers to restore offline wireless access points through first-visit resolution by coordinating with remote engineers
* Conducted structured cabling surveys and validated thousands of feet of CAT6 pathway installations, ensuring compliance with TIA/EIA standards.
* Conducted comprehensive connectivity and Wi-Fi operability testing to validate performance and service readiness

**2022 – 2024** *Administrative Assistant* **Cennox** Kentucky, U.S.A.

* Reported directly to the Director of Purchasing, providing strategic support to team initiatives and organizational priorities
* Managed part orders and updated 150+ technician stockrooms in AS/400, ensuring accurate inventory and consistent field readiness while coordinating with distribution staff on kit assembly and shipment of work orders
* Conducted stockroom queries and usage forecasting to establish new safety stock levels, reducing shortages and improving technician resource availability
* Resolved work order disputes to sustain accurate inventory levels and support service continuity
* Analyzed inventory data and order tracking data to identify root causes of unmet SLAs, recommending corrective measures for process improvement
* Reconciled returned and end-of-life inventory, recovering unused parts and improving overall resource management

**Teaching Experiences**

**2017 – 2020** *SubstituteTeacher* **Jefferson County Public School** Kentucky, U.S.A.

* Awarded 100+ assignments at 42 schools; facilitated courses to 2,800+ learners, K-12
* Completed professional development activities related to classroom management, instructional strategies and accommodating the diverse needs of at-risk students
* Implemented Common Core learning objectives by utilizing the Literacy Design Collaborative Framework to create literacy-focused instructional lesson plans

**2016 – 2017** *TEFL Instructor* **Jiaxing College** Zhejiang, P.R.C.

* Facilitated subject-based English communication courses to Civil Engineering and International Economics and Trade majors
* Proofed academic report for the level teacher education innovation project on experimental teaching theory
* Assisted the College of Foreign Languages with the coordination and promotion of weekly English discussions facilitated by department staff to make English education accessible to city residents.

**Education & Training**

*Web Developer Training* **Code Louisville** **2015**

* Completed 36-week Front-End, Back-end and Android Programming Courses

*Political Science, B.A.* **University of Louisville** **2003**

* *Co-Op* with the Econ Village Group **2003**
* *Intern for the General Counsel's Office* with DC WATER **2002**
* *Participant*, Charles Hamilton Houston Law School Preparatory Institute **2002**
* *Intern for Budget Review Office* with KY Legislative Research Commission **2002**
* *Mentor and Tutor* with the Louisville Urban League **2001/2**
* *Chapter President* of Pi Sigma Alpha (Political Science Honors Society) **2001/2**
* *Student Assistant* for Office of the President **2001**

**Competencies**

***Administration*** Office Coordination, Documentation & Recordkeeping, Workflow Management

***Project Mgmt.***  Stakeholder Communications, 3PL, Documenting Milestones & Deliverables

***Teaching*** Classroom Management, Critical Thinking, and Oral English Communication

***Technology*** Web Development, AS400, Networking Connectivity Troubleshooting

Ray Moody

Louisville, KY 40211

502-558-9240

principal@mistermoody.com

16 September 2025

Dear Friend of Louisville Metro Government,

I would like to express my interest in opportunities with your department within the Louisville Metro Government, and am excited to participate in this job fair. With nearly 20 years of teaching experience, combined with hands-on technical fieldwork and administrative support, I bring a unique blend of communication, organization, and problem-solving skills that can contribute immediately to your team.

Throughout my career, I have developed expertise in clear and effective communication, training and mentoring, precise documentation, workflow coordination, and project support. My technical field experience includes network installations, structured cabling, inventory management, and connectivity testing, all of which honed my attention to detail, analytical skills, and ability to troubleshoot challenges efficiently. Additionally, I am experienced in supporting leadership through scheduling, correspondence, reporting, and project coordination, ensuring operations run smoothly and efficiently.

I am confident that my combination of educational, technical, and administrative experience allows me to adapt quickly, maintain accuracy under pressure, and contribute meaningfully to any team. I would welcome the opportunity to discuss how my skills can support the objectives of your organization.

Thank you for your time and consideration.

Sincerely,

Ray Moody