

Junius Owens

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EDUCATION

GIS (Geographic Information Systems)

University at Buffalo

12/2020

Buffalo, NY

PROFESSIONAL EXPERIENCE

Operations Specialist

Asure Software

12/2021 – present

Tampa

- Assist Director of Operations to efficiently execute project workflows and meet important deadlines
- QC/QA procedures and documentation as directed by senior staff.
- Utilize Salesforce to maintain a business to customer relationship with clients
- Sole point of contact for the distribution of clients payroll records and tax documents/notices for the Tampa HQ
- Document, distribute and manage checks and tax related documents for thousands of employees for a number of clients in partnership with our Tampa HQ.

OSP Design Engineer

Tesinc

09/2021 – 11/2021

Tampa

- Primarily designed aerial fiber routes to company standards
- Tracked total cost of designs with a BOM (Bill of Materials)
- Responsibilities included placements of pedestals, terminals, LCP/cabinets, FlexNAP and BULK cable, drops, conduits, trenches, bores, tethers, terminals, tap points, risers, etc.

Data Entry Clerk

Zentech

01/2021 – 09/2021

Tampa

- Create spreadsheets of containing patient data, and use other Microsoft Office Suite Programs
- Create reports for Florida State's Vaccination mission for external clients and internal teams
- Worked with a team to coordinate how to distribute vaccines to the most vulnerable populations
- Registering patients at various vaccine sites
- The go to person for troubleshooting devices used on the work site and train new hires on how to use them

AWARDS

HCZ Geoffrey Canada Scholarship Fund-100k

Harlem Children Zone

2016

Scholarship that would pay up to 100k towards the costs of my college attendance

PROJECTS

Github Profile

Get an insight on what I am currently working on. Constantly trying to learn new things

<https://github.com/Newerk> 🔗

Portfolio Website

<https://newerk.github.io/portfolio/> 🔗

SKILLS

- JavaScript, HTML, CSS, React, NodeJS, MongoDB, Jest, Git, Webpack, NoSQL/SQL, Salesforce, ArcGIS, ArcView, AnyLogic, Vensim, R/R Studio, AutoCAD/AutoCAD Map 3D, Microsoft Office (Word, Excel, PowerPoint, etc.), Adobe Suite