JAMES STEELE

IT SPECIALIST

P 207-798-2889

E Steelex1997 @gmail.com

A Carlisle, PA

W www.linkedin.com/in/jamessteele-

OBJECTIVE AND SUMMARY

I am a military veteran and IT Specialist looking to obtain a full-time position with a successful company that values growth and loyalty. I am looking for a role and company to grow within as well as add value to with my experience and knowledge.

EXPERIENCE

August 2022 – Present
IT Specialist Mid II Technician Lead – APEX Systems, PA

- Delivered technical support to internal users related to hardware, software, and infrastructure
- Responsible for managing/creating a new Database Management/Asset Management (Microsoft Access) tool for tracking Classified hardware
- Trained 15+ new employees contributing to a 50% increase in daily production
- Domain Administrator responsible for identifying, logging, and reporting issues in production for enterprise network corrections
- Windows Active Directory experience with moving users, and machines between groups and applying policies

March 2022 – August 2022
IT Specialist Mid II Technician – APEX Systems, PA

- Responsible for verification of software Installation per customer require orders
- Ensure user devices met security compliance by verifying security package installation and policy updates
- Verification of Hardware Compliance based on Customer orders and Government Requirements for Domains
- Troubleshoot Hardware for network connection issues
- Marked drives for transfer based on DOD guidelines for Classified Media
- Used PXE and SCCM to install Windows images of user Devices on multiple Domains
- Used Microsoft office products for reporting of status and updates
- Separate and prepare orders for shipments to customer
- Repaired installations with Administrative Access to correct failed installations and enforce security polices

EDUCATION

MyComputerCareer, Certificate - Information Technology Security and Administration

Penn State (Jan-Dec 2020) – Computer Science (C++)

CERTIFICATES

CompTIA Security +
September 2022

CompTIA Networking +
July 2022

CompTIA A +
March 2022

Microsoft Security, Compliance, and Identity
June 2022

Microsoft Security Fundamentals
January 2022

July 2021 – March 2022
Security Guard – US Army, PA
- Adheres to established procedures and posted orders to enforce company rules, policies, and regulations to the general public
- Respond quickly to emergency situations to assess and deflect issues
- Greet guests professionally and courteously to cultivate a welcoming atmosphere while making safety top priority

January 2016 – July 2021
Military Police – US Marine Corps, VA
- Supervised teams in support of implementing security installation law and order operations while planning and executing daily guard force operations
- Implemented project management skills to solve multi-faced problems that impacted executive leaders
- Manned base entry points to provide 24/7 force protection, reviewing identifications, searching vehicles, and verifying deliveries prior to entrance to secure areas
- Maintained 100% accountability of assigned equipment worth more than $100+ Million
- Served as Field Training Officer successfully trained 25+ employees in Security Operations resulting in increased squadron readiness by 15% over 2-year period

KEY SKILLS

- ACTIVE DIRECTORY MANAGEMENT
- HARDWARE/SOFTWARE TROUBLESHOOTING
- WINDOWS/LINUX OS
- SCRIPTING
- SQL
- NETWORKING
- AZURE
- MICROSOFT OFFICE
- HARDWARE REPAIR
- AGILE METHOD
- MICROSOFT ENDPOINT CONFIGURATION MANAGER
- POLICY COMPLIANCE
- ADAPTABILITY

CONTINUED EDUCATION

Certifications currently studying for: CompTIA CySA+, Microsoft Azure Administrator, and CCSP
Also enrolled in Udemy courses for: Python coding and C++