

Trent Raeburn

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Summary

In a world driven by AI and automated systems I aim to bring fresh eyes and a new perspective to avoid being stuck in a binary monochrome society. Too often, we look at the gears that are spinning and not realizing it is the screws holding things in place.

Education:

University of South Florida - 2026

Tampa, FL

Information Science B.S.

Valencia College - 2020

Orlando, FL

General Studies – A.A.

Certifications/Licenses:

- Operations Support and Services - 2020
- Licensed 215 Health & Life – 2021
- Full Stack Web Development -2023

Work

Lumen – Project Coordinator/Permit Engineer

07/2023 – Current

Kissimmee, FL

- Analyzes and updates work plans and schedules. Develops methodologies procedures and systems to produce project tracking and reporting.
- Responsible for the progress of assigning and tracking complex projects and processes within budgetary and scheduling guidelines.
- Creates a connection with external businesses and municipalities to ensure a high percentage of success with projects.
- Review, edit and manage CAD sheets for local and statewide permitting uses.

New York Life Insurance Co - Insurance Agent 05/2022 - 09/2022

Apopka, FL

- Prepared proposals and conducted closing interviews to increase insurance sales.
- Delivered individualized support and broad knowledge of company products to bring targeted services to individuals with varying needs.
- Contacted underwriters and submitted forms to obtain binder coverage.

Nike Clearance Store - Sales Associate

10/2019 - 05/2022

Kissimmee, FL

- Sold various products by explaining unique features and educating customers on proper application or usage.
- Collected payments and provided accurate change.
- Increased purchase amounts by cross-selling with similar products.
- Tracked company inventories, moved excess stock and arranged products to improve sales.

Websites, Portfolios, Profiles

- <https://trentle.github.io/Raeburn/>
- www.linkedin.com/in/Traeburn058

Skills:

- Understanding of IT concepts, software development, infrastructure, and project management methodologies.
- High proficiency in project planning, scheduling, resource allocation, risk management, and communication.
- Ability to manage multiple tasks, prioritize effectively, and meet deadlines
- Ability to identify and resolve issues that may arise during the project lifecycle
- High proficiency in Adobe and Microsoft Softwares
- Programming: C, Java
- Front-End Programming: HTML5, CSS3, AJAX, SCSS
- Scripting Languages: PHP, Python, JavaScript
- Design Software: Sketch, Invision, Photoshop
- Web Technologies: AngularJS, jQuery, Bootstrap
- Databases: Oracle, SQL Server, MongoDB, Access