

Dear EvenUp Hiring Team,

I am writing to express my enthusiastic interest in the IT Support position at EvenUp. With a diverse background and a proven track record in technical problem-solving, I am confident that my skills and experiences align well with the needs of your rapidly growing organization.

In my current role as a Journeyman Electrician at IBEW LU 82, I have honed my technical skills through hands-on experience in residential, commercial, and industrial installations. This experience has cultivated my ability to read schematics, troubleshoot technical issues, and work effectively with a variety of clients. Moreover, my certification as a Life Insurance Licensed Agent and recent completion of the Electrician certification in 2021 underscore my commitment to continuous learning and skill development.

My most recent position as a Sr. Field Underwriter at Equis Financial further enhanced my interpersonal and organizational skills. Managing client relationships, coordinating meetings, and navigating complex underwriting processes have equipped me with strong attention to detail and a client-focused mindset. These attributes, I believe, are essential for success in the IT Support Specialist role at EvenUp.

I bring a proven track record of adapting to fast-paced environments, as demonstrated by my work in the electrical industry. My proficiency in handling confidential matters and proprietary information, coupled with my meticulous attention to detail, ensures a secure and reliable approach to IT support. I am eager to contribute my skills and dedication to EvenUp's IT team, ensuring seamless technology operations and facilitating the company's continued growth.

Thank you for considering my application. I am excited about the possibility of contributing to EvenUp's mission and would welcome the chance to further discuss how my experiences make me an ideal fit for your team.

Sincerely,

Tyler Baxter

# Tyler Baxter

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## Information Technology Support

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Friendly, and dependable customer service professional with over 2 years of experience. Well versed in administrative duties, problem-solving, planning, and time management. Experienced with working in fast-paced environments and working directly with a diverse range of clients. Also, has knowledge in handling confidential matters and proprietary information.

## CERTIFICATIONS

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### Life Insurance License

Jan 2021 - May 2022

State of Ohio

### Electrician

Apr 2016 - May 2021

State of Ohio Apprenticeship Council

## SKILLS & INTERESTS

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**Technical Skills:** Customer Communication Management , Customer Service , Documentation , Hardware Knowledge , Microsoft 365 , Network Basics , Installation & Configuration , Technical Troubleshooting

**Soft Skills:** Adaptability , Attention to Detail , Dependability , Friendliness , Interpersonal Skills , Planning/Processing , Prioritization , Problem Solving , Time Management

**Hobbies:** Backpacking , Camping , Circuit Racing , Continuous Education , Drift Racing , Hiking , Video Game Development , Video Game Testing

**Personality Interests:** Computer Hardware Enthusiast , Meditation , Robotics , Technology Advancements , Traveling

## WORK EXPERIENCE

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### Journeyman Electrician • Dayton, OH • Full-time

July 2023 - Present

#### *International Brotherhood of Electrical Workers LU 82*

- Licensed in the state of Ohio as a Journeyman Electrician
- Experience in Residential, Commercial, and Industrial electrician installations
- Reading schematics and laying out installations for employees. Received positive feedback and commendation from clients

### Sr. Field Underwriter • Lima, OH, USA

Jan 2022 - May 2023

#### *Equis Financial*

- Daily interpersonal people skills
- Schedule and coordinate meetings with clients daily
- Communicate with clients about their mortgage protection options
- Help clients complete and submit applications to carriers and follow through the underwriting process
- Service client future policy needs

### Journey Electrician • Lima, OH, USA

Apr 2016 - May

#### *2022International Brotherhood of Electrical Workers LU 32*

- Licensed in the state of Ohio as a Journeyman Electrician
- Experience in Residential, Commercial, and Industrial electrician installations
- Reading & Writing Schematics
- Proficient with the direct installation of wiring at construction and other sites

## EDUCATION

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### **Electrical in Journeyman Electrician**

NJATC - National Joint Apprenticeship Training Center • Lima, OH • GPA: 2nd in Class

**Apr 2016 - Apr 2022**

- Northwest Community College Curriculum Partnership
- State of Ohio Apprenticeship Council

### **High School Graduate in Basic Study**

Bath High school • Lima, OH

**Aug 2009 - May 2013**