

Fiber Optic Splicer Fiber Optic Splicer Information Technology Specialist Burnsville, NC Authorized to work in the US for any employer Work Experience Fiber Optic Splicer Fiber Inc - Burnsville, NC April 2017 to Present My Daily tasks as a Fiber Optic Splicer, include climbing telephone poles to splice fiber lines into main lines. Placing Network Interface Devices(NID) on customers residence or business. Repairing broken fiber lines, and hanging or burying new fiber lines, as well as enclosures. Doing repairs, new connections and disconnections inside of nodes. Customer interaction when placing NID s.Requires to have up to date insurance, driver s license and own vehicle. Be on call for 2 weeks every quarter. Required to also figure out on the spot fiber issues.

As a Fiber Optic Splicer I have hung over 20,000 feet of new fiber lines, successfully spliced over 1,500 fiber splices for new businesses, residences, and broken line repairs. No customer complaints since working with Fiber Specialist Incorporated.

Information Technology Manager U.S. Army - Washington, DC December 2016 to April 2017

1. Responsible for daily automations which directly influence 5300 customers in National Capital Region.
2. Develop and maintain Sharepoint for customers.
3. Supervise logistical Information Technology transitions.
4. Responsible for \$300,000 of Information Technology equipment.
5. Telephone Control Officer operations
6. BMC Remedy Action Request System knowledge
7. Army Training and Certification Training System Administrator
8. Training Section Supervisor
9. Network Enterprise Center Liaison Staff Action Control Officer

U.S. Army - Washington, DC November 2014 to December 2015

1. Executive Administrative Assistant for the Enterprise Information and Mission Assurance(EIMA) Directorate and 30 member staff for United States Army Information Technology Agency.
2. Responsible for processing and consolidating agency level staff actions.
3. Coordinate with Help Desk to ensure all technical issues are handled in a timely manner.
4. Receive, create, and track taskers with 6 Directorate Division Chiefs to ensure all suspenses are met on time.
5. Responsible for health, welfare, and professional development of 1 Soldier.
6. Designated Approving Authority signing session action officer.
7. Coordinate training for military and civilians
8. Federal Information Security Management Act Manager
9. Schedule meetings between Division Director and senior leadership from CIA, Joint Staff, White House Military Office, and NSA.

Senior LAN Manager and Network

Administrator U.S. Army - Fort Carson, CO June 2014 to November 2014

1. Responsible for health, welfare, safety, and profession development of 5 soldiers
2. Maintain, Supervise, Install, and modify Sharepoint websites, Communication Security, Information Assurance, and Army Training Certificate Training System.
3. Modification and technical programming for computer software, and hardware.
4. Responsible for \$900,000 of Information Technology equipment
5. Information Assurance Security Officer.
6. Command Post Node s. Information Technology Manager U.S. Army - Camp Arifjan November 2013 to May 2014

1. Customer support for software, hardware, JOPES, CAMPS, AMHS, SMS, ODRP, IGC, DCO, and SVTC systems.
2. Troubleshoot network connectivity and conduct service calls
3. Responsible for Information Technology needs of 50 customers, to include 1 Brigadier General, 4 Colonels, and 280 NIPR, SIPR, CENTRIX, and JWICS networks.
4. Trusted Agent for Public Key Infrastructure.
5. Telephone Control Officer.
6. Meetings with over 332 IMO s.

Network Administrator U.S. Army - Fort Carson, CO August 2013 to November 2013

1. Configure information processing equipment into required operating configurations.
2. Perform senior operator and system administration duties.
3. Compile production reports and quality information control.
4. Train lower employees on Information Systems.
5. Write, analyze, edit, and modify computer programs.
6. Write program operations manual, and technical program manual.
7. Army Certificatin Tracking System Administrator.
8. Information Assurance Security Officer.
9. Sharepoint Administrator
10. Responsible for over \$90,000 of Information Technology equipment.

Data Systems Administrator U.S. Army - Fort Carson, CO August 2012 to August 2013

1. Responsible for health, welfare, professional development, and safety of 3 soldiers.
2. Supervise, install, and perform maintenance on all LAN technologies( work stations, multi-function printers, Microsoft Sharepoint, Common Access Cards, communication security, ticket automation, Active Directory) for over 800 customers
3. Responsible for \$100,000 of Information Technology equipment.

Education Some college Skills Networking, Windows, Active Directory, Technical Support Military Service Branch: Army Service Country: United States Rank: Sergeant July 2008 to April 2017

25B - Information Technology Specialist

Information technology specialists are responsible for maintaining, processing and troubleshooting military computer systems/operations.

Configures information processing equipment into required operating configurations; performs senior operator and systems administrator duties and unit level maintenance functions on assigned computer systems; compiles production report data and quality control information; assists less experienced soldiers in the installation, operation, and maintenance of information processing equipment; writes, analyzes, edits, tests, and modifies computer programs; drafts program operation manuals and technical program requirements documents; troubleshoots software using established debugging procedures. Commendations: 1 Joint Service Achievement Medal 1 Joint Meritorious Unit Award 3 Army Commendations 2 Army Achievement Medals 2 Army Good Conduct Medals 1 Iraqi Campaign Medal with Campaign Star 1 Korea Defense Service Medal 1 Military Outstanding Volunteer Service Medal 1 Non-Commissioned Officer Professional Development Ribbon 2 Overseas Ribbons 1 National Defense Service Medal 1 Global War on Terrorism Medal 1 Army Service Ribbon Assessments Email Skills Proficient January 2019 Measures a candidate's ability to effectively compose and organize email messages. Full results: [https://share.indeedassessments.com/share\\_assignment/5zvtp8eh-wghi3lk](https://share.indeedassessments.com/share_assignment/5zvtp8eh-wghi3lk) Technical Support Skills

Expert January 2019 Measures a candidate's ability to apply protocols to identify errors and solutions in order to maintain system function. Full results: [https://share.indeedassessments.com/share\\_assignment/vezzyiz6z3viqlqg](https://share.indeedassessments.com/share_assignment/vezzyiz6z3viqlqg) Proficiency with

Microsoft Office: Mail & Calendar (Mac) Proficient January 2019 Measures a candidate's proficiency in using Microsoft Office Mail and Calendar tools to manage their workload. Full results: [https://share.indeedassessments.com/share\\_assignment/ghlo14vublaefwwt](https://share.indeedassessments.com/share_assignment/ghlo14vublaefwwt) Project Management

Skills: Time Management Completed January 2019 Measures a candidate's ability to prioritize and allocate time to effectively achieve project deliverables. Full results: [https://share.indeedassessments.com/share\\_assignment/6pqjddq-m4whlwdej](https://share.indeedassessments.com/share_assignment/6pqjddq-m4whlwdej) Intermediate

Spreadsheet Proficiency with Microsoft Excel Completed January 2019 Measures a candidate's knowledge of intermediate Microsoft Excel techniques including effectively writing and applying conditional formulas. Full results:

[https://share.indeedassessments.com/share\\_assignment/j9aiero9sglquxyz](https://share.indeedassessments.com/share_assignment/j9aiero9sglquxyz) Project Management

Skills: Budgeting Completed January 2019 Measures a candidate's ability to manage project budgets by appropriately allocating and monitoring financial resources. Full results: [https://share.indeedassessments.com/share\\_assignment/utrbiq3urmqhdeb](https://share.indeedassessments.com/share_assignment/utrbiq3urmqhdeb)

Problem Solving Completed January 2019 Measures a candidate's ability to analyze relevant information when solving problems. Full results: [https://share.indeedassessments.com/share\\_assignment/cw2fv0ldu0ckscji](https://share.indeedassessments.com/share_assignment/cw2fv0ldu0ckscji)

Intermediate Word Processing Proficiency with Microsoft Word Highly Proficient January 2019 Measures a candidate's knowledge of intermediate Microsoft Word techniques including the use of formatting, Track Changes, and Comments. Full results: [https://share.indeedassessments.com/share\\_assignment/q8rv-dulfuwyorx8](https://share.indeedassessments.com/share_assignment/q8rv-dulfuwyorx8)

Critical Thinking Skills Familiar January 2019 Measures a candidate's ability to use logical approaches when solving problems. Full results: [https://share.indeedassessments.com/share\\_assignment/zbvztph0u9vtd80s](https://share.indeedassessments.com/share_assignment/zbvztph0u9vtd80s)

Basic Computer Skills Highly Proficient January 2019 Measures a candidate's ability to perform basic computer operations, navigate a Windows OS, and troubleshoot common computer problems. Full results: [https://share.indeedassessments.com/share\\_assignment/kfgtsjo6ptkoedxi](https://share.indeedassessments.com/share_assignment/kfgtsjo6ptkoedxi)

Research Skills Familiar January 2019 Measures a candidate's ability to follow protocols, interpret statistics and graphs, identify errors, and choose research methodology. Full results: [https://share.indeedassessments.com/share\\_assignment/lep7esl3ppxzbxcx](https://share.indeedassessments.com/share_assignment/lep7esl3ppxzbxcx)

Social Media Skills Proficient January 2019 Measures a candidate's ability to create content, communicate online, and build a brand's reputation. Full results: [https://share.indeedassessments.com/share\\_assignment/momvqx4d8i3jh72y](https://share.indeedassessments.com/share_assignment/momvqx4d8i3jh72y)

Attention to Detail Proficient January 2019 Identifying differences in materials, following instructions, and detecting details among distracting information. Full results: [https://share.indeedassessments.com/share\\_assignment/j21bbvlfwwqphivy](https://share.indeedassessments.com/share_assignment/j21bbvlfwwqphivy)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Name: Jeremy Terrell

Email: susanhart@example.com

Phone: +1-902-960-2659x0934