

Assistant IT Specialist Assistant IT Specialist Assistant IT Specialist Silver Spring, MD Work Experience Assistant IT Specialist NOAA-National Oceanic and Atmospheric Administration - Silver Spring, MD June 2019 to Present Aided in transferring operating systems from windows 7 to windows 10 via imaging, sanitized hard drivers for future use, installed security encryption software, and set up user configurations. Engaged in proper customer service skills when interacting with clients. Assistant Project Manager Cornell University - Ithaca, NY February 2019 to Present Code, develop, and organize website for youth brain development project Brain Days for Cornell University s neuroscience and human ecology department with Dr. Eve De Rosa and Dr. Adam Anderson. Lab Assistant Cornell University - Ithaca, NY January 2019 to May 2019 Provide animal care for spiders; research and interpretation data on running speed in fast huntsman species with Dr. Linda Susan Rayor Teaching Assistant Cornell University - Ithaca, NY August 2018 to December 2018 Created study material for students; aided in hands-on practice with herbaceous and woody species identification of North American deciduous/hardwood and conifer forests with Research Associate Marc Gobel Teaching Assistant Cornell University - Ithaca, NY January 2017 to May 2017 Graded online projects and assignments for students and provided help to students with guided readings about the three pillars of sustainable development PHONE REPRESENTATIVE AND CASHIER Wings Over Ithaca February 2015 to October 2016 WINGS OVER ITHACA Provide customer service, and phone administrative services; aided in general restaurant maintenance via bussing tables, driver cash-out, and serving food HOSTESS, LOCAL 16 May 2014 to August 2014 Duties included seating guests, manage table organization, set up menus, and manage reservations IT Intern Environmental Protection Agency - Washington, DC May 2014 to August 2014 Edited PowerPoint presentation, organized files, transcribed meetings, and lead a practice project summary on IT system updates. Canvasser Environment America - Washington, DC May 2014 to July 2014 Canvassed the Northwest, DC advocating for climate change awareness via verbal communication and flyers. Acquired appropriate contact information for the distribution of information via email listserv. Administrative Assistant US Department of Agriculture - Washington, DC May 2013 to August 2013 Transcribed messages, organized account

files, and created memos for an informational email. WRITER, LOCAL 16 June 2011 to August 2011

Created five poems, published by the DC youth organization Do the "Write" Thing, in a poetry book called Paper Outlets.

Education Bachelor's in Environmental and Sustainability Sciences with a Concentration in Biology and a Minor in Animal Science Cornell University - Ithaca, NY August 2013 to May 2019

Skills EXCEL, MICROSOFT EXCEL, MICROSOFT OUTLOOK, OUTLOOK, MICROSOFT POWERPOINT, POWERPOINT, MICROSOFT WORD, WORD, FUNDRAISING, ARCGIS, IMAGING, HTML

Links <http://www.linkedin.com/in/akayla-bracey>  
<http://environmentalakayla.wordpress.com>

Assessments Intermediate Word Processing with Microsoft Word Highly Proficient July 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/3wtzcy6w0pzlosey](https://share.indeedassessments.com/share_assignment/3wtzcy6w0pzlosey)

Data Analysis Highly Proficient July 2019 Measures a candidate's skill in interpreting and producing graphs, identifying trends, and drawing justifiable conclusions from data. Full results: [https://share.indeedassessments.com/share\\_assignment/fxewtufpmuftkqt4](https://share.indeedassessments.com/share_assignment/fxewtufpmuftkqt4)

Proficiency with Microsoft Office: Mail & Calendar (PC) Highly Proficient July 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/ciuocdxufkhhhfvf](https://share.indeedassessments.com/share_assignment/ciuocdxufkhhhfvf)

Written Communication Highly Proficient July 2019 Measures a candidate's ability to convey written information using proper grammar rules. Full results: [https://share.indeedassessments.com/share\\_assignment/am1ldv-vkdebh34](https://share.indeedassessments.com/share_assignment/am1ldv-vkdebh34)

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

Additional Information SKILLS Microsoft Word Microsoft Excel Microsoft Outlook Microsoft PowerPoint Adobe R & R Studio ArcGIS HTML Imaging McAfee

LEADERSHIP AND VOLUNTEERING AUGUST 2016 - DECEMBER 2016 WORKSHOP VOLUNTEER, CORNELL MINDS MATTER Volunteered for "Project Star; Celebrating Women," and held a workshop devoted to the artistic expression of positive values related to women apart of Cornell and outside of Cornell. AUGUST 2014 - DECEMBER 2014 ORGANIZATION

VOLUNTEER, CORNELL MINDS MATTER Volunteered for the "Eating Disorder Awareness" group held events on campus (i.e., guest speakers and physical activities) which shed light on eating disorders and combating negative pressures. MARCH 2012 BENEFIT CONCERT ORGANIZER, WASHINGTON LATIN PUBLIC CHARTER SCHOOL Organized, and managed a benefit concert, including 3 east coast bands, to fund the Latin 2012 trip to Rome, Italy JANUARY 2012 - FEBURARY 2013 FUNDRAISING ORGANIZER, TEENS FOR JEANS Held an annual fundraiser to collect clean, good condition jeans for local homeless teens MAY 2014 - AUGUST 2014 ANIMAL OBSERVER VOLUNTEER, LITTLE RASCALS Provided animal care, monitored, and entertained various canines in an enclosed, indoor facility

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