Kenneth E. Waller  
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**Objective:** Junior architect engineering technology (AET) student seeking an opportunity within an organization where I can become a valuable employee who demonstrates and proves strong effective oral and writing skills, advanced computer skills using Word, Excel, Access and PowerPoint. I am an independent learner/team player with the ability to adapt to change and complete any given assignment.

**Education**:

* University of Hartford, West Hartford, CT

Bachelor Of Science: Architectural Engineering Technology

Associates Of Science: Computer Engineering Technology May 2014

* Goodwin College, East Hartford, CT June, 2010(summer term)
* Windsor High School, Windsor, CT June, 2010

**Leadership:**

* Mentor and advisee at the Greater Hartford Male Youth Leadership Group sponsored by the Greater Hartford Alumni Chapter of Kappa Alpha Psi Fraternity Inc. Preparation of speeches and facilitated workshops and seminars for pre-teens to promote academic growth.
* Member of the University of Hartford’s Caribbean-American Student Association’s Executive Board.

**Technical/Non Technical Skills:**

* MS Office Suite 2012(Word, Excel, PowerPoint, Access)
* AutoCAD
* Chief Architect
* Revit
* Mac OS

**Work Experience:**

**UConn Health Center, Farmington, CT (Student Employee)**

**Purchasing Department 06/11-03/12**

* Scan and arrange vendor files
* File contracts and scan bids for the archives
* Maintaining logs
* Administering contracts
* Entering all contracts into software, prints and sends them to subcontractors
* Compile and maintain non-monetary reports and records.
* Keep information log on of received and retrieved from the record storage facility.

**Geissler’s Supermarket, Bloomfield, CT (Part-Time Employee)**

**Cashier/ Front End Assistant 01/10-3/11**

* Counted money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.
* Monitor checkout stations to ensure that they have adequate cash available and that they are staffed appropriately.
* Request information or assistance using paging systems.
* Weigh items sold by weight in order to determine prices.
* Calculate total payments received during a time period, and reconcile this with total sales.

**Bank Of America, Windsor, CT (Seasonal Employee)   
Archival Records Clerks** **02/09-05/09**

* Work with user agencies in defining the procedures required for preparing records to store in the Records Center.
* Serve in user agencies in defining the procedures that are required for preparing records to store in the records center.
* Help to maintain an inventory of records and their location.
* Keep control on transfer of boxes of documents to and from the Microfilm Unit.
* Participate in retrieval and return of documents, delivering to user departments and re-filing when documents are returned.
* Participated in periodic inventory of records.

***References*** *available upon request.*