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| Emily S. ThomasIT | | | | | | | | | | | | |
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| Summary | | | | | | | | | | |  |  |
| Education |
| Dedicated and focused IT with a passion for computer networking and security. Stays up to date with advancements in technology and industry standards. Self-starter with a strong background in project coordinating who excels at prioritizing and following through to achieve success. Executes tasks using exceptional communication and customer service acumen. | | | | | | | | | | |  | Florida State College at Jacksonville  Jacksonville, FL  2024 – Current  Computer Systems Networking B.A.S  2020 – 2024 IT Security A.S  Graduated  Three Rivers Community College  Norwich, CT  2013 – 2014 Liberal Arts and Sciences  Coastline Community College  Fountain Valley, CA  2012 – 2013 Liberal Arts and Sciences KEY SKILLS  * Windows OS * Linux OS * Mac OS * MS Office 365  Certifications  * CompTIA A+ * MCP WIndows XP * CQM-C * GSWCC Level 1A * First Aid/CPR/AED * Notary  Qualifications  * Secret Clearance |
| Experience | | | | | | | | | | |
| 2023 – Current  IT, Up-Side Management Company  Maintain government contracting company network hardware  Resolve network, software, and hardware issues  Troubleshoot and resolve peripheral device issues  Configure new-hire laptops with specified software and VPN  Maintain inventory of company hardware  Provide training in company software for oncoming employees  2022 – Current  IT Intern, Rising Altitude  Jacksonville, FL  Maintain government contracting company network hardware  Resolve network, software, and hardware issues  Troubleshoot and resolve peripheral device issues  Configure new-hire laptops with specified software and VPN  2017 – Current  Executive Assistant, Up-Side Management Company  Jacksonville, FL  Ensure government contracts are properly and legally executed  Project coordination for government contracts  Manage procurement process for subcontractors  Create purchase orders  Maintain company filing systems  Maintain performance and payment bonds and certificates of insurance  Draft, verify, and submit company and subcontractor certified payroll  Maintain company network server rack  Manage employee access to federal government installations (DBIDS)  Manage CEO’s estate  2014 – 2016  Server, Espana Restaurant  Fernandina Beach, FL  Maintain product knowledge of menu and specials  Efficient and effective customer service  2010 – 2013  Information Systems Technician (IT), United States Navy  Naval Submarine Base New London, Base Consolidated Telecommunications (BCT) Groton, CT  Maintain cryptological data  Uphold security standards for top-secret and confidential documents  Draft and route Command communications to appropriate personnel  Maintain records for base telecommunications  Disseminate information for base drills and emergencies  Command center scribe for base operations | | | | | | | | | | |
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