

# Lee Charles

## Undergrad IT Student

### Contact

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### Objective

My primary objective is to complete my bachelor's degree and work towards earning the on-the-job experience needed to become a Network Engineer. The first step in that process for me is getting an on the floor position within an IT team.

### Education

University of Arkansas at Little Rock  
Little Rock, AR  
General Studies  
2015 – 2017

Capella University  
Minneapolis, MN  
BS in Information Technology  
2022 – 2024  
GPA: 4.0  
Proof of enrollment on request

### Experience

January 2020 - Present  
DoorDash • Driver  
Delivered food and packages to customers. Contract Work.

May 2017 – December 2022  
Community Care Management Services • Help Desk Support  
Installing, repairing, upgrading, and troubleshooting Windows desktops and laptops.

July 2015 – July 2017  
Pharmacy Tech I • CHI St. Vincent's Infirmary  
Delivering medications throughout the hospital. Outdating medications that have expired. Returning unused medications to the pharmacy along with crediting the cost back to the patient. Mixing suspensions and solutions for the pharmacist to check prior to being sent up to the patient. Pulling medications that need to be refilled or are needed specifically for a patient. Assessing the technical issues for the Pyxis (computer-based medication dispenser in each unit of the hospital). Unloading stock, arranging stock, making IV kits, delivering shipments to the right area in the pharmacy, and assessing what needs to be ordered.

### Key Skills

Python  
Java  
JavaScript  
HTML/CSS  
SQL  
Command Line: Windows/Linux  
Active Directory  
Oracle VM VirtualBox

### Other Skills

Good Communication  
Data Entry  
Fast Learner  
Analytical/Critical thinking  
Good problem solver  
Comfortable in Windows, Linux, and Mac  
Customer Service