

Michael P Nance
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Objective

To begin my career in the IT field.

Summary of Qualifications

- Excellent customer service skills.
- Ability to work well with fellow employees in order to complete tasks.
- Proficient in multitasking and prioritizing objectives.
- Quick independent learner.
- Ability to precisely follow written and verbal instructions.
- Professional written and verbal communication skills.
- Comfortable with fast-paced work environments.
- Strong analytical and problem solving skills.

Education

East Carolina University
BS Computer Science
GPA 2.9

2007 – 2011

Notable courses:

- Systems Programming
- Networking and the Internet
- Cryptography

Skills

Languages: Java, C, C++, Python, Visual Basic for Applications (VBA)
OSes: Window XP/8.1, Linux
Software: Microsoft Word, Excel, Access

Other Notable Skills

- Can Assemble and troubleshoot PCs.
- Ability to type 60 words per minute.
- Experience in setting up printers and routers.

Professional Experience

CREE, Durham, NC

2015 – present

Tool Operator and Quality Control

- Setup and operation of epitaxy and part coating reactors.
- Required to follow complex procedures to produce product and collect data.
- Part of a team responsible for generating approximately 5 million dollars in revenue per quarter.

Square Rabbit, Raleigh, NC

2014 – 2014

Cashier

- Responsible for taking care of walk in customers and phone orders.
- Account for all cash and credit receipts at the end of day.
- Routine restocking and cleaning.

Michaelangelo's Pizza, Greenville, NC

2011 – 2014

Delivery Driver

- Primarily responsible for delivering customers' orders correct and on time.
- Taking customers' orders over the phone.
- Food preparation e.g. cutting toppings, making salads, pizza sauce, dough, etc.
- Routine cleaning e.g. dishes, kitchen equipment, lobby.
- Account for cash and credit card receipts at the end of my shift.

East Carolina Department of Chemistry, Greenville, NC

2008 – 2011

Lab Manager's Assistant

- Responsible for preparing all materials needed for Organic Chemistry teaching labs.
- Worked independently with minimum supervision.
- Safe handling and disposal of hazardous materials
- Independently developed plans to meet requirements of given labs within a week time frame.

Uchiyama Inc, Goldsboro, NC

2007 – 2008

Quality Control Lab Technician

- Ran various test to verify manufacturing materials were within specification.
- Inspect manufactured parts for defects.
- Worked independently with minimum supervision.

Military Experience

North Carolina National Guard

2003 – 2011

Deployed on Active Duty during Operation Iraqi Freedom

2004 – 2005

- Required to perform various guard duties in 12 hour shifts.

Professional References

Steve Mozingo, CREE

(919) 259 – 0237

Joshua Allen, CREE

(919) 606 – 9812

Kenneth Irvine, CREE

(919) 454 – 7895

Mike Reeves, CREE

(919) 452 – 4172

Doug and Rebecca Llewellyn, Square Rabbit

(919) 829 – 9223