

Payton Mitchell

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Professional Summary

An Air Force veteran and current Information Technology student at Kennesaw State University, I possess a top-secret security clearance and a strong passion for technology. My military experience has honed my discipline and reliability, complementing my enthusiasm for tech and innovation. Eager to apply my blend of technical knowledge and proven integrity in a dynamic and challenging environment.

Education

Kennesaw State University

Bachelor of Science in Information Technology

Marietta, GA

Jan 2024 – Present

Relevant Coursework: Programming Principles, Discrete Mathematics, Hardware/Software Concepts, Database Systems, Intro to Web Development, Probability and Data Analysis, SW Acquisition and Project Management

Expected Graduation Date: 05/2026

Georgia State University

Bachelor of Science in Computer Science

Atlanta, GA

Jan 2023 - Dec 2023

Relevant Coursework: Principles of Computer Science (Data Science) I

Work Experience

Kennesaw State University UITS – Student Assistant

Kennesaw, GA

Inventory Management for University Internal Technology Services

May 2024 - Present

- Assist in managing and tracking inventory for university IT equipment, ensuring accurate records and timely updates.
- Oversee and maintain inventory of IT assets valued at \$8 million, ensuring proper documentation and control.
- Wipe and restore computers, preparing them for redeployment or disposal.
- Utilize inventory management software to streamline processes and improve efficiency.
- Collaborate with team members to maintain organized and efficient storage and distribution of IT assets.
- Conduct regular audits of inventory to verify accuracy and identify discrepancies.

United States Air Force

Various Locations

Airborne Intelligence, Surveillance and Reconnaissance (ISR) Operator

Nov 2018 - Nov 2022

- Completed 2 deployments, amassing nearly 450 flight hours, demonstrating exceptional commitment and resilience in challenging environments, while consistently delivering outstanding performance.
- Provided real-time tactical intelligence, including critical threat warnings and actionable insights, to ground forces. Expertly coordinated updates on situational awareness with Special Operations Forces air assets and ground teams, enhancing mission success and operational safety.
- Managed a high-functioning Tactical Operations Center, skillfully conducting pre-mission briefings, ensuring punctual scheduling, and overseeing precise aircraft take-offs, thereby streamlining operational readiness and execution.
- Vigilantly safeguarded and secured classified materials, systems, and cryptographic equipment, upholding the highest standards of security protocols and risk management practices.
- Spearheaded comprehensive training programs for aircrew members on the proper and secure usage of specialized equipment, significantly improving operational efficiency and safety standards.
- Entrusted with the crucial responsibility of maintaining secure and effective communications between our aircraft and supporting personnel, ensuring uninterrupted and confidential information flow during critical missions.

Work Experience Continued

United States Air Force

Hurlburt Field, FL

Unit Deployment Manager

Jun 2020 - Jan 2022

- Managed and safeguarded mobility processes for the squadron, guaranteeing that 286 members were consistently trained and prepared for deployment on short notice.
- Ensured strict compliance with Air Force, DoD, and host-nation regulations, maintaining a record of zero safety violations.
- Excelled in high-stakes environments, effectively communicating with senior leadership and external agencies to provide detailed deployment updates and strategic insights.
- Successfully introduced an innovative deployment readiness tracking system, ensuring 100% accuracy in maintaining member information, readily available and up-to-date for critical deployment operations.

Certificates

Google IT Support Certificate:

Coursework: IT Fundamentals, Computer Networking, Operating Systems, Sys Admin, IT Security

Awards

- Air Medal with Silver "C" Device and 1 Oak Leaf Cluster
- Joint Service Achievement Medal with Bronze "C" Device
- AF Good Conduct Medal
- Afghanistan Campaign Medal with 1 Service Star
- NATO Medal

Trainings

- Air Commando Field skills Course (ACFC)
- Explosive Ordnance Reconnaissance (EOR) Course
- Counter-Improvised Explosive Device (C-IED) Awareness Course
- Airborne Cryptologic Certification Training (ACCT)
- Emergency Parachute and Water Survival Training
- Apprentice Airborne ISR Operator Course

Skills

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|-------------------------|-----------------------|
| • Microsoft Excel | • Problem solving |
| • Microsoft OneNote | • Attention to detail |
| • Microsoft Outlook | • Adaptability |
| • Microsoft PowerPoint | • Troubleshooting |
| • Microsoft Word | • Documentation |
| • Google Drive and Docs | • Communication |
| • Familiar with Python | • Familiar with CSS |
| • Familiar with SQL | • Familiar with HTML |