

LOUIS STANLEY

BUILDING AND SYSTEMS ENGINEERING SPECIALIST

EDUCATION

Information Technology
William H Turner Tech • Miami, FL
06/2020
GPA:3.2
Microsoft Office Certification
FBLA
Social Media Campaign 1st Place
E-Business 1st Place

FUNCTIONAL SKILLS

Multi-tasking
Project management
Team-oriented
Communication
Problem-solving

CURRENT JOB

Work on technology within the building. Contact vendors and assist Mechanics with troubleshooting. Remote into applications to troubleshoot. Communicate with help desk to solve issues they cannot see
.

EXPERIENCE

Experience

Legal Assistant/File Clerk
The Ticket Clinic, Miami, FL
07/2017 - 03/2020
Helped clients with car tickets. Filed clients' tickets and contacted courts if any problems.

Delivery Driver
Panera Bread
Jacksonville, Florida
08/2020 - 10/2020
Delivered food on time and with care. Verified all food items before leaving. Assisted cashier with customers. Help prepare food and sauces for next day. Helped people make food for customers.
Seasonal Driver Helper
UPS
Jacksonville, Florida
10/2020 - 01/2021
Helped driver deliver packages in a timely manner. Organized the truck while driver was delivering a package. Entered signatures and information on DIAD. Was on time and respectful toward coworkers and customers

