

## 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

#### 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

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#### FUNCTIONAL SKILLS

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

#### 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

