

# KYLE A. CHARLES

<https://www.linkedin.com/in/kyle-charles-4086b0191/>



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Competent with tools and equipment and posses a keen awareness of the need for safety information and procedures to complete the missions. Skilled in performing tasks outdoors in diverse environmental conditions, including extreme weather, while maintaining high standards of efficiency.

## SKILLS

- Excellent Work Ethic
- Attention to Detail
- Ability to Work in a Team Environment
- Active listener
- Maintenance and Repair
- Medical and Firefighting Knowledge
- Excellent Customer Service
- Microsoft Office

## EXPERIENCE

### CET1600: Network Fundamentals

- Learned the basics of computer networking, including how to set up routers, switches, and troubleshoot common connection issues.

### CGS1100: Computer Applications

- Demonstrated understanding in Microsoft Office Suite with advanced skills in Word, Excel, and PowerPoint for professional document and spreadsheet creation.

### COP1000: Introduction to Programming

- Developed apps for clients using Python and Java, focusing on algorithms, and problem-solving techniques.

### Yeoman – (YN), U.S. Navy

April 2023 – Present

- Organized and maintained personnel records, including performance evaluations, awards, and training documentation.
- Handled sensitive and classified information with discretion, ensuring compliance with security protocols.
- Led administrative teams, overseeing workflow, and training junior personnel in office procedures, documentation, and Navy policies.

### Aviation Boatswain's Mate – Aircraft Handling (ABH), U.S. Navy

September 2020 – April 2023

- Supervise securing of aircraft and equipment.
- Execute firefighting and damage control tasks.
- Responsible for the performance of crash rescue and removal duties in connection with aircraft launch and recovery.
- Direct the movement and spotting of aircraft ashore and afloat.

- Operate, maintain, and perform organizational maintenance on ground-handling equipment used for moving and hoisting of aircraft.
- Upkeep numerous spaces and handle various inspections.
- Training personnel in maintaining operation onboard.
- Ensure smooth launch and recovery operations by carefully directing the movement of all aircraft.

**Food Sales Associate, Walmart**

**July 2019 – September 2020**

- Ensured high quality products were fresh and available in produce, deli, bakery, dairy, meat, and other departments.
- Packed ready-to-sell products in proper containers and stock displays.
- Assisted customers obtain products that they were unable to reach.
- Unloaded trucks, restocked shelves, and answered inquiries.
- Detailed cleaning of shelves and department areas.
- Checked and maintained temperature control, verified dates, and disposed of lesser quality food products.

**EDUCATION**

- **April 2023- Present** – Florida State College of Jacksonville
- **May 2020** - Alcovy High School

