

LAUREN KYE

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· <https://www.linkedin.com/in/lauren-kye-64446596> github.com/lkye12/capstone

Multi-tasking technologist who strives for creating positive environments within a team setting or working individually. Detail oriented, quick-paced, self-motivated team player, pursuing a new role where hard work, dedication and I.T. skills will be highly valued.

SKILLS

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| <ul style="list-style-type: none">• Quick learner• Planning and organization• Positive and friendly• Computer literate• Detail-oriented• Creative problem solver• Microsoft Excel• JavaScript• HTML | <ul style="list-style-type: none">• Training development aptitude• Goal-oriented• Active listening skills• People-oriented• Excellent work ethic• Motivated team player• Oracle• CSS• Agile• UI/UX |
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EXPERIENCE

I.T. INTERN (SYSTEMS ADMINISTRATOR), JENNINGS SCHOOL DISTRICT 2020-2020

- Working under the direction of senior members, I monitored the overall security of the system and investigated likely loopholes.
- Competent in distributing, assembling and collecting IT client services computer equipment and troubleshooting problems associated with both hardware and software.
- Well-versed in managing user and email accounts for employees by using Active Directory and Exchange Server.
- Deeply familiar with providing technical assistance to configure, install and maintain desktop computing devices, including laptops, printers and workstations.

SUPERVISOR, AMERICAN BUILDING MAINTENANCE 2018 - 2019

- Actively pursued personal learning and development opportunities.
- Managed wide variety of customer service and administrative tasks to resolve customer issues quickly and efficiently.
- Fostered a positive work environment by consistently treating all employees and customers with respect and consideration.

DISPATCHER, AMERICAN BUILDING MAINTENANCE 2018 - 2018

- Kept track of all personnel in the field and all completed tasks or delays.
- Communicated all emergencies, delays due to weather and carrier schedule changes to customers and supervisors.
- Trained, mentored and guided junior employees in proper procedures and daily work performance.

CAREGIVER, HELPFUL HANDS 2017 - 2018

- Provide support and assistance to adults with intellectual and/or developmental disabilities.
- Provided support and assistance to live on their own successfully in their homes and in the community.

PASSENGER ATTENDENT, AMERICAN BUILDING MAINTENANCE 2016 - 2018

- Provide services to ensure the safety and comfort of passengers aboard aircrafts and terminals.
- Perform duties such as greeting passengers, explaining the use of safety equipment, serving meals or beverages, or answering questions related to travel.

SUPPLY ADMINISTRATOR, UNITED STATES MARINE CORPS 2012 -2015

- Completed task such as technical research functions for customers inquiries, multimedia data entry, scanning and retrieval system functions, generation of routine reports, and requisitioned and procurement processing.
- Maintained and prepared necessary accounting and supply documents, and custody records.
- Performed reconciliations and ensured corrective action in a timely manner of any identified problem areas.
- Solving data output interpretation problems and contacting appropriate sources to resolve questionable areas.

EDUCATION

Web Development, entry level JavaScript, HTML, and CSS - **SAVVY CODERS – 2020 – Present**

CompTIA IT Fundamentals (ITF+) Certification - **NPOWER TECHNICAL TRAINING SCHOOL - 2019 - 2020**