

## Jennifer B. Graves Perry

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### EDUCATION

2017 - 2019 Western Kentucky University

**Bachelor Degree:** Bachelor of Science

**Focus:** Network Administration

**Major:** Computer Information Technology **GPA:** 3.5

2013 - 2016 Bluegrass Community and Technical College

**Associate Degree:** Applied Science

**Focus:** Network Administration

**Major:** Computer Information Technology **GPA:** 3.0

### CERTIFICATIONS

CIT Fundamentals, Computer Tech Basic, Computer Tech, Network Technologies Specialist, CISCO Networking Enhanced, Ergo Tech.

### SKILLS

SQL, Visual Basic, CISCO CCNA, MS Active Directory, Microsoft Office Suite, MS Project, Unix/Linux, Red Hat, People Soft, Management/Supervisory, Staffing Coordination, Manufacturing, Project Management, PEMBOK, Safety, Documentation, Payroll/HR, TPS, Kaizen, Quality Control, Applied Ergonomics

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### EXPERIENCE

Georgetown-Scott County Tourism

Mar. 2016 to May 2016

#### Intern

- \* Performed clerical duties, assisted clients, and processed leads and applications
- \* Updated and created pamphlets, documents, event calendar, web accounts, etc.

Kelly Services, Georgetown, KY

Oct. 2006 to Mar. 2011

#### Staffing Supervisor

- \* Transfreight Site Supervisor of 70+ employees
- \* Conducted the hiring process from application to job placement
- \* Reported various metrics and traveled between 4 branch offices
- \* Completed payroll and addressed human resource issues

Staffing Resources, Lexington, KY

Apr. 2006 to Oct. 2006

#### Staffing Coordinator

- \* Conducted the hiring process from application to job placement
- \* Completed payroll, addressed human resource issues, and provided site supervision as needed

Graves Custom Contracting, Stamping Ground, KY

Feb. 2005 to Apr. 2006

#### Office Manager

- \* Completed payroll, created company logo, and generated various reports/documents

TMMK, Georgetown, KY

Oct. 1994 to Jan. 2005

#### Team Leader

- \* Supervised 4-5 team members on the door line
- \* Served as Safety Team Leader for Special Projects Group
- \* Served as Acting Group Leader for the Door Line while increasing production by 20%