

DEANNA REEVES

📍 Sacramento, California, CA

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PROFESSIONAL SUMMARY

Focused professional with experience and certifications in communications equipment operations, work center management, training and component testing. Frequently praised as detail-oriented and knowledgeable by peers, I can be relied upon to help your team achieve its goals.

SKILLS

- CRM Services and Software
- DoD Experience
- UNIX Operating Systems
- Network Security
- Process Improvement
- Physical Security
- Quality Assurance
- IT Security
- Test Equipment Operation and Maintenance
- Schematics
- Intelligence Services
- Cultural Diversity Counseling
- IT Service Management
- OSHA Compliance
- Asset Management
- SAP
- Lean Six Sigma
- Cable Fabrication
- Microsoft
- Computer Networking
- Public Relations
- Project management
- Supervision
- Warehouse Management

EDUCATION

Business Administration - Some college (No degree)

Community College of the Air Force

Montgomery, AL

Electronics Technology - Some college (No degree)

Community College of the Air Force

Montgomery, AL

High School

Palmdale High School

2014

Palmdale, CA

WORK HISTORY

RF Transmission Systems Technician

May, 2016 to July, 2023

DoD - USAF

Sacramento, CA

- Managing data tracking systems and communications terminals
- Performing small component maintenance on secure systems
- Information management and adherence to classification security requirements
- Leading and training teams while keeping track of deadlines
- Receiving and tracking customer work requests from submission to completion in order to create metrics for task completion time frames
- Submitting regular updates on tracked assets and requests based on last action taken, last hands on, current location, current status and status of any obstacles faced
- Presenting information to supervisors and above within organization in scheduled and emergency meetings as needed
- Using time management skills to complete scheduling, personnel allocation, and customer satisfaction based on priority of each task as well as critical impact on operations
- Manage accounts, safety guidance, standards and practices of the organization
- Personnel task assignments, training programs, and maintaining updates for manuals with compliance to all regulations and standards
- Maintaining updated training and reference materials for federal standards, state standards and OSHA compliance
- Led install and maintenance of satellite and line-of-site communications systems and devices
- Implemented process improvements based on the identification of productivity or quality issues
- Assisted with acquisition, operating financing, financial controls, systems integration, and audits, among other project and site-related objectives
- Conducted daily inspections of various site structures
- Instructed teams on the specific operations and requirements for each job site, as well as the procedures and techniques that were applicable
- Maintaining records and files, preparing cost and inventory reports, and ordering supplies all contributing to the management of business operations

Private Security Officer
Live Nation Entertainment Inc

September, 2022 to Present
Wheatland, CA

- Performance of security patrols
- Coordination with local law enforcement
- Attention to detail when making reports
- Ability to maintain calm demeanor and competency in emergency situations
- Satisfying and anticipating needs of the crowd to prevent incidents as often as possible
- Provided each customer with exceptional service by listening to their concerns and answering their questions

Uber Driver
Uber

October, 2021 to Present
Sacramento, California

- Picking up and transporting passengers to desired destinations while following all laws on the road
- Maintaining an understanding of local traffic trends in order to provide rapid service
- Assisting customers with luggage as needed
- Maintaining an accurate record of trips and deliveries
- Keeping a clean and organized vehicle
- Communicating kindly and courteously with customers, support staff, and businesses
- Keeping training status, vehicle records and maintenance current
- Staying mindful of protocols and guidance that may affect service such as COVID safety guidance.

CERTIFICATIONS

- IT Fundamentals
- Electronic Principles
- RF Transmission Systems Technician
- Ground Terminal Maintenance (Satellite Systems)
- Soldering
- Training Skills and Techniques
- Common Ground Station Maintenance (Drone Flights)
- Lean Six Sigma Continuous Process Improvement