

Billy R. Smith

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Hazlehurst, MS. 39083

(601) 383-1633

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SUMMARY OF SKILLS (SOFT and TECHNICAL)

- People, Communication, Loss Prevention, Quality Control, Problem Solving, Team Player
- Hands-on training with Windows XP, NT, and 2000 Operating Systems
- Hands-on administrative, general and warehouse

EDUCATION

June 1999 – May 2001

Hinds Community College - Utica Campus

Utica, MS

Computer Programming Technology

GPA: 3.5

- Member of Phi Theta Kappa

Relevant Courses:

Packaged Applications (Microsoft)

Technical Writing

Career Development

Computer Fundamentals

Computer Operations

Internet Concepts

Accounting I & II

CERTIFICATIONS

Building Performance Institute: Building Analyst Professional, Energy Auditor, Quality Control

OSHA: Construction Training, Hazardous Communication

360.com Training: Construction Industry

WORK EXPERIENCE

October 2020 - Present

Hazlehurst City School District

Hazlehurst, MS

Maintenance Worker

Performs duties in maintaining facilities and grounds.

June 2010 – June 2020

South Central Community Action Agency

Jackson, MS

Program Coordinator/Worker

Performed duties in building analyst, case management, customer service, energy auditor, home inspection, public servant, and quality control.

June 2007 – April 2010

Sheldon Labs, Inc.

Crystal Springs, MS

Manufacture/Warehouse

Performed duties in manufacturing/assembly, quality control, and warehouse.

REFERENCES

Available upon request.