

## Frederick Quaye (Fully Vaccinated)

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US Citizen (Bilingual)

**Objective:** Frederick Quaye a veteran of the US Marine & US Army National Guard, dedicated most my life to serving my country. I am now ready to continue serving using my skills and real life experiences, also learn new ones to become part of a professional team to help grow and better enhance my professional skills and also provide my skills and knowledge to better help enhance work environments.

### **Security+ (Veterans Enterprise Training & Services Group): 10/24/2022- 11/17/2022**

- Security specialist program fundamentals
- In accordance with standards established by CompTIA for Security Fundamentals
- Configure test equipment such as routers, switches, network equipment, firewalls, IDS/IPS etc. to develop standard security.
- Provided feedback to develop product quality and assist with reducing risk.
- Install, configure, and deploy network components while assessing and troubleshooting issues to support organizational security.
- Install and configure identity and access services, as well as management controls.
- Implement improvement and combination of new security tools into projects of software system design in the organization.
- Provide safe-domain and overall software system guidance.

### **Systems Administrator: 08/2020-05/2022 Academy of Computer Education**

7833 Walker Dr, suite 520 Greenbelt MD.

- A+ and Net+ vigorous advancement training course completed.
- Responsible for the maintenance configuration, and reliable operation of computer systems, network servers, and virtualization.
- Install and upgrade computer software, manage virtual servers, and integrate automation processes.
- Administrate office 365 services.
- Troubleshoot systems and determine issues to help assist IT department.
- Manage/ assist with day to day problems for users on Microsoft operating systems, Mac systems, and Microsoft 365 via multiple sources of communication such as chat, email, phone support.
- Document all issues using ticketing systems.

- Provide excellent customer service with clients to help build and maintain a trustworthy rapport.
- Maintain storage planning & database performance.

**Human Resource Assistant:** 07/2007-11/2015 DC army/ National Guard HR department, grade (GS-7)

2001 East Capitol St SE Washington DC

- Maintain accurate and up to date human resource files, records, and documents while assuring display of integrity and confidentiality of HR files and records.
- Collect and process all new hire paperwork, performs bi-weekly audits and files records to ensure that all required documents are collected and filed appropriately.
- Oversee new hire orientation
- Assure agenda is up to date and collaborates with managers if changes are needed
- Assist new hires with HR systems
- Support management with payroll functions to include personnel action, changes, garnishments, and assist with answering payroll questions.
- Manage the schedule of employer to further provide administrative support
- Utilize multiple systems such as Google sheets, SharePoint, MS teams, Office 365, and Excel
- Provides support by maintaining and organizing calendars, meetings, and travel
- Prepare various reports/documents to help assist with data analysis for the office like weekly reports and week ahead reports, agendas and memos for action
- Manage office files, which may involve establishing new files and disposing of outdated or otherwise unneeded records.

**Security Detail:** (Overseas Iraq) 05/2009-04/2010 DC Army National Guard Ballad

- Monitor and provide authorization in and out of secured locations
- Providing escort assistance to visitors and employees on the facility
- Secure the facility by conducting facility patrols
- Follow post orders & regulations of PSO smart book
- Respond to alarms and various emergencies that occur during a shift
- Write daily activity and incident reports
- Adhere to guidelines to assure the safety of all patrons on site
- Guard against theft on secured premises to assure protection of Iraqi and US freedom
- Utilize biometric security system to help enforce security protocols and assure safety.
- Monitor CCTV cameras to provide safety for all patrons

**Education:**

**Military School** Arkansas, AR United States  
Technical or occupational certificate 4 / 2014

**Marine Corps Leaders Training School**  
Jacksonville, NC United States  
Technical or occupational certificate

**Relevant Coursework, Licenses and Certifications:**

Certified A+ Net + completion certificate

Certificate of Completion of Security Specialist Program, provided by the Veterans Enterprise Training & Services Group.

Small Group Leader (SGL), responsible for training of the Primary Leadership Development Course Certifications in Firearms M4 / M9 Combat Shooting, Annual Weapons Practical Course (PWC) Qualification Experienced in the operation and management of a computer-operated shooting range

Corporal of the Guard

Warehouse Admin Clerk

**Job Related Training:**

96 hours vigorous advancement A+ Net+ training

80 hours training completed with Veterans Enterprise Training & Services Group in accordance with the standards established by CompTIA for security fundamentals.

Enroll 25 to 30 soldiers and family members into Defense Enrollment Reporting System (DEERS)

Prepare and process 50 enlistment documents for new soldiers

Perform 50 personnel actions pertaining to Discharges and Retirements.

Update and fix 20 to 30 Retirement points (RPAS)

Provides support by entering, formatting, and printing information; organizing work; answering telephone; relaying messages; maintaining equipment and supplies to the appropriate authority

Monitored and slotted line of duty roles for personnel accounting and strength management using military personnel (MILPER)

Assist on all human resource support matters

Processes and executes Personnel Service Center SIDPERS level procedures and actions.

Scan and upload documents into Interactive Personnel Electronic Management System (IPERMS)

Monitors suspense actions and processes personnel evaluations.

Responsible for readiness health, welfare of all soldiers