

Thomas Kuiokalani Davies

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## EXPERIENCE SUMMARY

IT experience specializing in training, creating documents and training manuals.

Extensive experience with customer service, help desk, and problem solving.

Intermediate to advanced level skills in Microsoft products including programming in VBA.

Law Enforcement experience in a large detention facility.

Purchasing and Contract Administration for a Government/Non-profit organization.

Leadership and supervisory experience.

Extensive clerical experience including data entry, spreadsheet, and presentation software.

Ability to think strategically and analytically.

Detail oriented with fantastic work ethic.

Team player that can also perform without guidance.

## CAREER HISTORY

Detentions Deputy

Weld County Sheriff's Office, Greeley, CO 80634

Trainer/Help Desk Support

Bluelight Software, LLC, Loveland, CO 80538

IT Manager

Advanced Presentations, Denver, CO 80229

Buyer/Contract Administrator

National Center for Atmospheric Research, Boulder, CO 80307

Captain

US Army National Guard/Reserves

## EDUCATION

New Mexico Military Institute, Roswell, NM

Graduated High School 1981

New Mexico Military Institute, Roswell, NM

Graduated Two Year College 1983

AA Degree in Business/Computer Science

Chaminade University, Honolulu, HI

Colorado State University, Fort Collins, CO

University of Colorado, Boulder, CO

## REFERENCES

Available upon request.