

# Billy R. Smith

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## SUMMARY OF SKILLS (SOFT and TECHNICAL)

- Communication, Documentation, Listening, People, Problem Solving, Team Player
- Hands-on-training in systems design, analysis, documentation, photography
- Hands-on training with Windows XP, NT, and 2000 Operating Systems

## EDUCATION

May 2017

Building Performance Institute (BPI)

Malta, NY

Quality Control Inspector

December 2016

Building Performance Institute (BPI)

Malta, NY

Building Analyst Professional

January 2006 – May 2006

Hinds Community College – Utica Campus

Utica, MS

Computer Programming Technology

GPA: 2.9

### Relevant Courses:

Database Technology

Internet Concepts

June 1999 – May 2001

Hinds Community College - Utica Campus

Utica, MS

Computer Programming Technology

GPA: 3.5

- Member of Phi Theta Kappa
- Member of Computer Science Club
- Served as Mr. Computer Science 2001-2002

### Relevant Courses:

Packaged Applications (Microsoft)

Networking Concepts

Technical Writing

Speech

Programming I

Accounting I & II

Computer Operations/Fundamentals

Career Development

**WORK EXPERIENCE**

South Central Community Action Agency                      Jackson, MS  
Weatherization Coordinator/Quality Control Inspector (QCI)

Proficient in customer service, general office duties, home inspections, energy audits, electronic documentation, photography, and problem solving. Use of Retro tech equipment (Blower door, duct blaster, combustion test), and relevant tools.

Hinds Community College – Utica Campus                      Utica, MS  
Office Assistant

Performed general office, customer service, filling, printing, and faxing duties.

USS Dubuque (LPD-8) Navy-USN                                      Sasebo, Japan  
Signalman

General military/ship duties; discharged honorable.

**REFERENCES**

Available upon request.