

Raymond J. Quartey Jr.
Fort Washington, MD 20744
301-974-1496

Professional Summary

Dedicated professional with strengths in customer service, scheduling, and cabling. Energetic positive team leader with the ability to perform at high demand. Good at troubleshooting problems and building successful solutions.

Skills

Telephone etiquette, Professional communication, Front desk operations, Assembly and Production, Safety and compliance, Troubleshooting, Safety Equipment, Cable pulling, and Manholes.

Work Experience

Canvasser, DC Mayor April 2022- June 2022

- Used Minivan app to access names and addresses of voters.
- Walked door to door to pass out flyers.
- Carried signs to place in supporters' lawns.

Ramp Agent, Ronald Reagan Airport June 2021-March 2022

- Handled customers bags and cargo on the ramp.
- Drove tug with bag carts to different planes.
- Replaced incorrect bag tags with new ones.

Telcom Technician, Ras Unlimited June 2020-December 2020

- Pulled and pushed cable throughout manholes with duct router.
- Terminated copper cable.
- Drained water from out of manholes.
- Troubleshooting manholes.

Telcom Technician, Direct Line May 2018-August 2019

- Job required organization of Single mode fiber cables.
- Connected fiber cords and fiber optics to different devices to keep a general electrical current for Facebook.
- Assisted in troubleshooting to make sure everything is aligned.
- Ran single mode fiber jumpers and placed them in ladder racks.
- Ran routine tests on telecommunication systems to ensure that all components are functioning at optimal levels.
- Ordered replacement components for telecommunication equipment and devices from suitable vendors.
- Investigated and resolved customer complaints in a timely manner.

Administrative Assistant, Richardson Management LLC May 2016-August 2018 (internship)

- Answered phones.
- Prepared market research and mailouts.
- Ran errands.
- Assisted property manager where needed.

Education

George Mason University August 2018-May 2020

- Majored in Engineering
- Minored in Music
- Coursework in History, English and Math

Duval High School August 2014- May 2018

- Graduated with 3.5 GPA
- Completed Aerospace and Engineering Program
- Played 3 sports while attending High School

References Available upon Request