

D. Hassie James

Leader

Poulsbo, WA 98370

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+1 360 633 6114

Leader, Manager, Creator and Communicator

Skilled in Windows, MS Office, Google Suite and fast learner other office software

Background in electrical and mechanical diagnostics and repair

Team leader and motivator in high stress environments

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Recreation Program Coordinator

Bainbridge Island Metro Park & Recreation District - Bainbridge Island, WA

January 2022 to Present

Create a teen centric program for a wide ranging activities and interests

Work with Marketing department to promote activities and events

Represent Bainbridge Island Metro Parks and Rec Division in community and seasonal events

Help recruit, train, and manage employees

Respond to incidents and act as liaison between Parks District, facility supervisor and supervisor to address physical site issues

Front Desk Clerk

Bainbridge Island Metro Park & Recreation District - Bainbridge Island, WA

January 2022 to Present

Greet and help members

Answer and transfer phone calls

Assist managers with day to day tasks

Work in Microsoft Office

Independent Technology Consultant

self-employed - Seattle, WA

December 2007 to Present

Diagnose/Repair electronics and computers

Design and build small business computer systems

Lead Electronics Technician GS-11

United States Department Of Defense - Keyport, WA

July 2001 to December 2007

Coordinate multi-platform weapons tests

Diagnose/Repair electronics

Train contractors in operations

Manage fiscal budget
ISO 9001 and 14001 certified

Crew Trainer

McDonald's - Bainbridge Island, WA
July 1999 to February 2001

Train new crew members
Lead crew in grill, drive thru and front

Assistant

City of Bainbridge Island - Bainbridge Island, WA
June 1998 to September 1998

Assist the Mayor with day to day tasks
Schedule appointments
Typing up dictation
Proofreading documents
Recordkeeping

Education

Associate's degree in Electronics

Olympic College - Bremerton, WA
September 2000 to June 2005

Associate's degree in Physics

Olympic College - Bremerton, WA
September 2000 to June 2005

High school diploma in General Studies

North Kitsap High School - Poulsbo, WA
September 1998 to June 2001

Skills

- DoD Experience (7 years)
- Troubleshooting (10+ years)
- Equipment Repair (10+ years)
- English
- Computer Networking (3 years)
- Training & development (3 years)
- Mechanical Knowledge (10+ years)
- Tutoring (3 years)
- Program Management (2 years)
- Theater (2 years)
- Calibration (7 years)

- Creative writing (10+ years)
- Sports coaching (1 year)
- Curriculum Development (3 years)
- Military Experience (7 years)
- Writing Skills (10+ years)
- Strategic Planning (2 years)
- Data Analysis (2 years)
- Cooking (10+ years)
- Experience with Children (10+ years)
- XML (10+ years)
- Lua (10+ years)
- Continuous improvement (10+ years)
- Mechanical knowledge (10+ years)
- Blueprint reading (7 years)
- Schematics (7 years)
- Electrical experience (3 years)
- Project coordination (2 years)
- Budgeting (2 years)
- Fiscal management (2 years)
- Customer service (2 years)
- Training & development (3 years)
- Analysis skills (4 years)
- Management (2 years)
- Database management (2 years)
- Windows
- Management
- Presentation skills
- OSHA
- Research
- Calendar management
- Personal assistant experience
- Electrical systems (7 years)
- Calipers
- Precision measuring instruments
- Software troubleshooting
- Database administration
- Research & development
- Organizational management
- Operating Systems
- SharePoint (2 years)

- Social media management

Languages

- English - Fluent
- Spanish - Beginner

Links

http://Backstage.com/D_Hassie_James

Certifications and Licenses

Driver's License

September 2024

CPR & First Aid

October 2018 to January 2024

Secret Clearance

September 2001 to September 2013

Food Handler Certification

Assessments

Basic attention to detail — Highly Proficient

October 2021

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Highly Proficient](#)

Middle school classroom management — Proficient

October 2021

Minimizing classroom disruption and engaging students

Full results: [Proficient](#)

Management & leadership skills: Planning & execution — Highly Proficient

October 2021

Planning and managing resources to accomplish organizational goals

Full results: [Highly Proficient](#)

Verbal communication — Highly Proficient

October 2021

Speaking clearly, correctly, and concisely

Full results: [Highly Proficient](#)

Cooking skills: Basic food preparation — Proficient

October 2021

Preparing food, using cooking equipment, and converting ingredient measurements

Full results: [Proficient](#)

Building relationships for childcare providers — Expert

October 2021

Building positive and productive relationships with families of children ages 0-3

Full results: [Expert](#)

Management & leadership skills: Impact & influence — Highly Proficient

October 2021

Choosing the most effective strategy to inspire and influence others to meet business objectives

Full results: [Highly Proficient](#)

Scheduling — Expert

October 2021

Cross-referencing agendas and itineraries to avoid scheduling conflicts

Full results: [Expert](#)

Elementary school lesson planning — Proficient

October 2021

Developing lesson plans for elementary-level classrooms that promote learning

Full results: [Proficient](#)

Building relationships for childcare providers — Expert

October 2021

Building positive and productive relationships with families of children ages 0-3

Full results: [Expert](#)

Numerical reasoning skills — Expert

October 2021

Quickly and accurately performing basic mathematical operations, recognizing numerical sequences, and interpreting graphs

Full results: [Expert](#)

Administrative assistant/receptionist — Expert

October 2021

Using basic scheduling and organizational skills in an office setting

Full results: [Expert](#)

Early childhood development — Proficient

October 2021

Knowledge of the development of children ages 0-3 and of ways to foster that development

Full results: [Proficient](#)

Customer focus & orientation — Proficient

November 2021

Responding to customer situations with sensitivity

Full results: [Proficient](#)

Filing & organization — Highly Proficient

November 2021

Arranging and managing information or materials using a set of rules

Full results: [Highly Proficient](#)

Advanced mechanical knowledge — Highly Proficient

November 2021

Understanding and applying mechanical concepts and processes

Full results: [Highly Proficient](#)

Working with MS Word documents (intermediate) — Highly Proficient

November 2021

Measures a candidate's knowledge of intermediate Microsoft Word techniques including the use of formatting, Track Changes, and Comments.

Full results: [Highly Proficient](#)

Basic maintenance and repair — Familiar

November 2021

Performing basic repairs and maintenance for apartment complexes, office buildings, and other facilities

Full results: [Familiar](#)

Project timeline management — Expert

November 2021

Prioritizing and allocating time to effectively achieve project deliverables

Full results: [Expert](#)

Sales skills — Proficient

November 2021

Influencing and negotiating with customers

Full results: [Proficient](#)

Automotive maintenance — Familiar

November 2021

Knowledge of vehicles, vehicle maintenance, and repairs

Full results: [Familiar](#)

Business math — Expert

November 2021

Using basic math to solve problems in a business context

Full results: [Expert](#)

Written communication — Expert

November 2021

Best practices for writing, including grammar, style, clarity, and brevity

Full results: [Expert](#)

Typing — Expert

November 2021

Transcribing text

Full results: [Expert](#)

Elementary school classroom management — Proficient

October 2021

Managing behavior in elementary school classrooms

Full results: [Proficient](#)

Social media — Expert

November 2021

Knowledge of popular social media platforms, features, and functions

Full results: [Expert](#)

Analyzing data — Expert

January 2022

Interpreting and producing graphs, identifying trends, and drawing justifiable conclusions from data

Full results: [Expert](#)

Learning agility — Highly Proficient

April 2022

Learning and applying new information

Full results: [Highly Proficient](#)

Work style: Reliability — Highly Proficient

April 2022

Tendency to be reliable, dependable, and act with integrity at work

Full results: [Highly Proficient](#)

Administrative assistant/receptionist — Expert

October 2021

Using basic scheduling and organizational skills in an office setting

Full results: [Expert](#)

Spreadsheets with Microsoft Excel — Proficient

May 2022

Knowledge of various Microsoft Excel features, functions, and formulas

Full results: [Proficient](#)

Office manager — Expert

May 2022

Scheduling and budgeting

Full results: [Expert](#)

Office manager — Expert

May 2022

Scheduling and budgeting

Full results: [Expert](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.