

Dakwan Balfour

Personal Information

Email address: Balfourdakwan@yahoo.com

Work experience

06/2013 – 11/2020
Virginia beach,
United States

aviation ordnancemen United states navy

- Inspected, maintained, and repaired aircraft weapons systems, ensuring all components were functioning properly.
- Assembled and loaded various types of bombs, missiles, and rockets onto aircraft according to specific mission requirements.
- Conducted routine safety checks and ran diagnostic tests on aircraft ordnance equipment to identify and address any issues.
- Collaborated with other crew members to plan and execute ordnance-related tasks and missions in accordance with standard operating procedures.

11/2020 – present
Chesapeake, United States

Operations Assistant Jo-Kell Inc

- Coordinated daily operations activities by scheduling meetings, managing calendars, and organizing paperwork for the team.
- Assisted with inventory management by tracking stock levels, preparing purchase orders, and receiving incoming deliveries.
- Collaborated with cross-functional teams to streamline processes and improve operational efficiencies.
- Conducted research and analyzed data to support decision-making and provide recommendations for process improvements.

Education

01/2021 – present
Norfolk, United States

Electrical engineering technology old dominion university

- Possess foundational knowledge and practical skills in Electrical Engineering Technology as a current Sophomore enrolled in a Bachelor of Science program
- Demonstrate deep comprehension of circuits, electronics, digital systems, programming languages, and microcontrollers through completed coursework
- Skilled in various software tools and simulation programs
- Developed interpersonal communication and teamwork skills through group projects and extracurricular activities
- Refine ability to communicate effectively with diverse groups and collaborate with colleagues to reach common goals
- Proficient in problem-solving and critical thinking to find innovative solutions to complex problems
- Motivated and dedicated to further education to advance skills and knowledge in Electrical Engineering Technology
- Strong commitment to academic and practical work with a desire to make meaningful contributions within the industry
- Eager to secure a challenging position within the field that offers opportunities for growth and hands-on experience.

Skills

- PROFICIENT IN MICROSOFT OFFICE APPLICATIONS (WORD, EXCEL, POWERPOINT)
- FAMILIARITY WITH ELECTRICAL CONCEPTS SUCH AS OHM'S LAW, CIRCUITS, SCHEMATICS, AND WIRING DIAGRAMS
- ABILITY TO READ AND INTERPRET TECHNICAL DRAWINGS AND INSTRUCTIONS
- STRONG ATTENTION TO DETAIL AND ABILITY TO MAINTAIN PRECISE RECORDS
- ABILITY TO WORK WELL INDEPENDENTLY OR AS PART OF A TEAM
- EXCELLENT PROBLEM-SOLVING SKILLS AND MECHANICAL APTITUDE