

## Military to Civilian Transition Resume

**Jeffrey J. Catanya**  
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### SUMMARY

Seven years experience in computer/electronic systems support, data communications, and electro-mechanical devices. Background and specialized training in hardware/software installation and troubleshooting. Demonstrated record of success in positions of responsibility, including supervisory experience.

### STRENGTHS

- Frequently recognized for outstanding performance and attentiveness to detail.
- Able to pinpoint problems and initiate creative solutions.
- Quick and eager learner; able to master new systems and equipment in timely manner.
- Strong leadership, communication, and negotiating skills.

### PROFESSIONAL EXPERIENCE

**Field Representative** 1993 - Present  
FORD MEDIA SERVICES, Conway, Wisconsin

Contact and service 100+ households annually in Chicago area for national media research firm. Supervise installation and maintenance of computer monitoring systems. Program hardware, software; install upgrades. Verify recording accuracy of data; perform on-call inspection and troubleshooting of computer and electronic equipment.

**Maintenance Scheduler/Supply Technician** 1990-1993  
U.S. AIR FORCE

Scheduled maintenance for powered and non-powered ground equipment for aircraft fleet. Negotiated contracts, challenged overpricing, and secured all parts, equipment, and personnel for operations and maintenance. Utilized computerized database system, PC hardware/software, and CD ROM technology.

**Aerospace Ground Equipment Mechanic** 1988-1990  
U.S. AIR FORCE

Member of team charged with operation and repair of 600 pieces of power-generating equipment to support airlift squad. Inspected, performed diagnostics, and repaired mechanical and hydraulic support equipment. Analyzed and repaired electronic circuitry, small engines, and control devices. Used and maintained various electronic tools and testing equipment.

### EDUCATION

**Associate of Electronics Technology** 1992  
CLOVER PARK TECHNICAL COLLEGE, Tacoma, WA

**Associate of Applied Science** 1992  
COMMUNITY COLLEGE OF THE AIR FORCE

**Aerospace Ground Equipment Mechanic School** 1988  
U.S. AIR FORCE

### HONORS & AWARDS

Air Force Good Conduct Medal  
Airman of the Month (May 1990)