



Kelsey Jeffords &lt;kelsey@acrobatoutsourcing.com&gt;

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**Elbert Kent Hatley**

1 message

**Elbert Hatley** <elberthatley54@gmail.com>

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To: kelsey@acrobatoutsourcing.com

Elbert Kent Hatley  
656 W. Cypress  
Los Angeles, Ca. 90220  
323-270-8671 or Txt. 323-800-2252

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**Summary of Qualifications**

Highly motivated professional cable technician, certified with years of experience.

Extensive business knowledge of infrastructure cabling, cable routing, fiber installation, and splicing. Exceptional troubleshooting skills, providing complete IT solutions. Principal strengths in work flow production, project management and written and spoken interpersonal communication skills. Results oriented initiator with team-building moral.

**Professional Experience**

Mind of Christ Ministries C.O.G.I.C  
2006 - 2010

**Pastor/Founder**

1. Established the ministry with full dedication and effectiveness to enhance lives and lead others by example to the Lord.
2. Mentoring the youth as a positive role-model, creating and executing attainable individualized goals.
3. Counseled both members and non-members with multiple hardships, trials and life altering situations including drug and alcohol addiction, bereavement and covering all areas of abuse.
4. Conducting church services in a continuous effort to promote spiritual awareness and self-growth.  
SBC- Glendale, CA/Anaheim, CA  
1995 - 2005

**Cabling Technician**

5. Installed, mounted and terminated various complex cabling projects with Complete follow through to ensure professionalism and customer satisfaction.
6. Troubleshooting circuits on LAN and WAN including residential, small-mid size businesses and large corporations.
7. Facilitated training sessions with emphasis on critical cabling procedures, network operations and company policies with a high level of commitment.
8. Configured and tested networking equipment including wired and wireless routers, switches and hubs.
9. Maintain excellent physical condition necessary for active field production including heavy lifting.

Maxicare Insurance- Los Angeles, CA  
1994 - 1995

Internal Operations Manager

10. Processed highly confidential documents for doctors and patients in respect to privacy laws.
11. Managed heavy call volume daily, properly routing clients to departments and specific contacts.
12. Coordinated company schedule, events, meetings and appointments.
13. Organized and computed data within spreadsheets and company software programs rapidly and carefully to avoid detrimental errors.

#### Education

Technical and Cabling Certifications  
1995 - 2005

SBC- Anaheim, CA  
Telecommunications Certification  
1988

ATC- Anaheim, CA  
High School Diploma  
1984

Crenshaw High School- Los Angeles, CA

#### Skills

Microsoft Office Professional programs, light typing, extensive IT skills and certifications, troubleshooting, CAD, installation, repair, punch down, splicing, re-wiring phone lines, various data processing programs and fanatical customer care.

Bureau Of Security And Investigative Services - Guard/Patrol person  
References and Certifications furnished upon request.