

NOEL R. SMITH
File Administrator, IT Manager

EXPERIENCE

7/02 - Present **File Administrator / IT Manager**, White Mountain Survey Co., Inc., Ossipee, NH

Responsible for the care, maintenance, inventorying, storage and retrieval of all job files, plans and plats, including third party plans and plats. Support the entire office staff by retrieval and copying of plans for submittals, and ensure job files can be located in a quick and efficient manner.

2000 - 2001 **Software Quality Assurance Sr. 1**, L3 Communications Product Integrity, Binghamton, NY

Monitored compliance with established policies, practices and work instructions. Compiled metrics on the results of monthly audits.

1987 - 2000 **Software Engineer**, L3 Communications Product Integrity, Binghamton, NY

Managed personnel and equipment resources to meet production costs and contractual requirements. Documented process, updated manuals, and developed work procedures. Maintained records accounting for work performed, work requirements and work history.

1971 - 1987 **Training Devices Data Base Manager**, U.S. Air Force

Management requirements included the supervision of between 6 and 14 people. Compile records for the tracking of Radar, Visual, and Infrared, Databases. Tested both hardware and software modifications to the simulator systems.

1967 - 1971 **Radar Specialist**, U.S. Air Force

Moved systematically into basic management roles while working in a team atmosphere, maintaining the electronic and mechanical portions of than Airborne Radar system.

EDUCATION

Mechanical Engineering Technology, New Hampshire Technology Institute, Concord, NH

Electronic Systems Technology, Vermont Community College of the Air Force (ATC), Randolph Field, TX

SPECIAL TRAINING

Conflict Management, Effective Negotiations, State University of New York Technical Leadership Program, Non-Commissioned Officer's Leadership Course, On-the-Job Training Manager / Supervisor Course, Western Human Communications Program.