

# THOMAS STANDLEY

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I am Thomas Standley. I am currently attending Fort Hays State University for Front-End Web Development. I am extraordinarily hard working and detail orientated. I excel when working alone or with a team, being self-motivated is one of my best traits. I adore organization and strive for it in all aspects of life. I am extremely proficient in computer operation and can learn new systems/processes quickly .

## EXPERIENCE

**DECEMBER 2020 – PRESENT**

**MASTER CONTROL OPERATOR, SMOKY HILLS PBS**

Operate master control equipment for television broadcast. Prepare programs for air using a variety of software. Help maintain and repair broadcast equipment.

**JUNE 2019 – NOVEMBER 2020**

**JOB ORDER ENTRY ASSISTANT, HESS SERVICES, INC.**

Manage the outgoing material inventory and allocate material to all production job orders. Assist the Production Planning Manager and COO with all production needs. Perform office administration duties including transferring phone calls and keeping records.

**MAY 2010 – JUNE 2019**

**MACHINIST/OFFICE ADMINISTRATION, CENTRAL MACHINE SHOP, INC**

Took care of all office administration duties including ordering, shipping/receiving, billing, trucking/DOT records, and customer service. Designed and made oil filed pump jack parts using horizontal turning lathes and vertical mills (all by hand, no CNC). Accuracy was required at  $\pm 0.0001$ .

## EDUCATION

**SEPTEMBER 2016 – PRESENT**

**WORKING TOWARDS BS-INFORMATION NETWORKING AND TELECOMMUNICATIONS: FRONT END WEB DEVELOPMENT, FORT HAYS STATE UNIVERSITY**

Currently completing this program. As of September of 2020, my completion date is December 2021. My current GPA for this program is 3.20. My focus of study is Front End Web Development and UI/UX design. I have also completed courses pertaining to Python, Microsoft Office, and Public Relations.

**MAY 2010**

**HIGH SCHOOL DIPLOMA, RUSSELL HIGH SCHOOL**

Completed required hours to obtain diploma.

## **SKILLS**

- Hard working and self-motivating
- Extremely Proficient in Microsoft Office and Google products
- Extremely proficient in computer operation and technology operation

## **ACTIVITIES**

4-H officer and leader for 10 years

FFA officer and leader for 3 years

FHSU Dean's Honor Roll for 4 years

President of Wednesday Night Mixed bowling league for 2 years

## **REFERENCES:**

- Dr. Paul Lampert
  - Business Owner/ M.D
  - 785-483-2291
- Gaylon Walter
  - School Principal
  - 785-324-1506
- Jamie Gilmore
  - Nex-Tech Employee
  - 785-639-1072