

# Alaine Crooks

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## Graphic Designer

Content Creation | Project Management | Digital Marketing

Dynamic leader with 9 years of service in the U.S. Army with experience in the areas of security management, teaching/training, mentorship and personnel management. Focused on providing clients, subordinates, peers, and superiors with the confidence, skills, and tools required to build and enhance their technical knowledge.

### STRENGTHS

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<b>Market Research</b>	Adobe Illustrator	Microsoft Office
<b>Brand Development</b>	Content Development	Webpage Layout
<b>Adobe Photoshop</b>	Photography & Editing	Adobe In Design
<b>Social Media Management</b>	Adobe After Effects	

### EDUCATION

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High School Diploma: Carlton J. Kell **2006**

Associates Degree: Chattahoochee Technical College- Design And Media Production **2024**

### REFERENCES

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<b>MSG William D. Nelson</b> USDAO Manila, Operations Coordinator <a href="mailto:nelsonwd2@state.gov">nelsonwd2@state.gov</a> 785-817-4289	<b>Mr. Wilson D. Ramirez</b> Retired U.S. Army MSG <a href="mailto:will.d.ramirez@gmail.com">will.d.ramirez@gmail.com</a> 915-253-4961	<b>Mrs. Mary B. Myers</b> Retired U.S. Army 1SG <a href="mailto:marymyers13@gmail.com">marymyers13@gmail.com</a> 254-383-5590
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### FREELANCE EXPERIENCE

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**TIA HYDRATE: Althea Bryan | (770) 562-7948**  
Summer 2022

- Business card and flyer creation.

## **WORK EXPERIENCE**

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### **Signal Support System Specialist Sergeant**

United States Army | Honolulu, HI

December 2018 – 2021

- Acting as Senior Communications Manager for a Military Police organization, responsible for the supervision, development, and mentoring of 2 employees with no prior IT experience.
- Implement and manage training programs for 20 employees in different job fields and operating environments.
- Supported over 150 End-Users through software updates, user profile creations, and re-imaging.
- Responsible for the safekeeping, testing, ordering, and maintenance of \$2 Million in IT equipment and vehicles.

### **Recovery Team Communications Sergeant**

United States Army | Da Nang, Vietnam

February 2020 – March 2020

- Acted as Non-Commission Officer of 26-member search recovery team for missing service members.
- Responsible for establishing communication with higher command via satellite and cell phone (SATphone and BGAN) and was instrumental in setting up excavation site grid system and metal detections ahead of digging.
- Communicated daily with local workers and team leadership as necessary for maintenance and accountability of equipment valued at \$30,000.

### **Signal Support Systems Specialist Supervisor**

United States Army | Fort Bliss, TX and Al Udeid Air Base, Qatar

November 2016 – December 2018

- Supervised, installed, maintained, did troubleshooting for signal support systems and technical devices, to include single channel ground airborne radio systems (SINCGARS) and battlefield Blue Force Tracker (BFT) valued at over \$700,000.
- Provided technical assistance for tactical radio systems, communication security devices, antenna systems, and commercial off-the-shelf signal equipment.
- Led professional development, health, and welfare initiatives for three Soldiers and their family members.
- Implemented Windows 10 migration and programmed then distributed PKI Smart Cards to secure personal identity information for an entire brigade of over 3000 Soldiers.

### **Company Communications Representative and Command Sergeant Major's Administrative Assistant**

October 2014 – November 2016

United States Army | Camp Humphreys, Korea

- Did troubleshooting for over 100 Soldiers and was responsible for the safekeeping, testing, ordering, and maintenance of \$3 Million in IT equipment.
- Set up radios in vehicles for convoy to field training areas and helped establish communications between base and a weapon range.
- Coordinated meetings, conferences, and travel arrangements.
- Took and distributed meeting minutes.

- Maintained schedules and calendars by arranging and confirming appointments.

**Signal Support Systems Specialist**

August 2012 – October 2014

Fort Bliss, TX

- Installed, employed, maintained, did troubleshooting, and assisted users with battlefield signal support systems, terminal devices, satellite communications equipment and automated telecommunications computer systems to include local area networks, wide area networks and routers.
- Integrated signal systems and networks and performed unit-level maintenance on authorized signal equipment and associated electronic devices.
- Trained and provided technical assistance to users of signal equipment.
- Operated and performed preventive maintenance checks and services (PMCS) on assigned vehicles and power generators.