Gray Sizemore

Chantilly, VA 20151
(757) 705-9143
GraySizemore@gmail.com
www.linkedin.com/in/gray-sizemore

CAREER SUMMARY

Designer with a learning mindset specializing in training and user experience. 3 years experience **developing new hire training at AWS**. 8+ years experience managing large spreadsheets of data and 5 years experience handling confidential data. Contributed **analytical and editorial skills** to 9 Correction of Error reports (COEs), including **advising other teams** on style and method. Completed CareerFoundry's Product Design course to better **understand and support users**.

EXPERIENCE

AWS, Chantilly, VA — *DCO Tech III and IV*

July 2021 - April 2025

- Leadership, Communication: **Onboarded 15+ new hires**: conducted interviews, selected candidates, sent Day 1 instructions, printed badges, explained policies, and provided technical instruction.
- Analytical Thinking, Attention to Detail: **Created spreadsheets using Quip and Excel** to track audits of 500+ racks at a time. This resulted in reaching 181% of our target number of tests for End of Year 2022.
- Teamwork, Analytical Thinking: In 2023, collaborated on 7 "Correction of Error" reports to **analyze failures** in systems. Interviewed those involved and researched to gain a full understanding of the issues. Communicated critical feedback to leadership to increase accuracy and improve action items.
- Organization Skills: **Created a team calendar and new hire training guidelines** using Asana. Introduced the tool to my organization and **trained 10+ peers** on use.

AWS, Herndon and Chantilly, VA — *Inventory Accuracy Specialist*

August 2018 - July 2021

- Attention to Detail: Audited the destruction of used media in batches of 20+ drives at a time, ensuring full security for customer data.
- Organization Skills: Conducted monthly and weekly audits of thousands of parts for 11 different buildings to ensure inventory accuracy.
- Innovation: Learned advanced functions of Microsoft Excel and developed a tool to increase audit accuracy. Other logistics technicians continue to use this tool for audits.

EDUCATION

CareerFoundry — **Product Design**
Researched and designed a responsive web-app.

George Mason University, Fairfax, VA — **English Bachelor of Arts**
Concentration in **Editing**, Minors in **Art & Visual Technology** and Psychology

SOFTWARE

Microsoft 365 Suite
Google Suite
Quip
Asana
SharePoint
Figma
Canva
Gemini
ChatGPT

SKILLS

Leadership
Technical Writing
Instruction
Troubleshooting
Analysis
Organization
Communication
Attention to Detail
Curiosity
Problem Solving

PROJECTS

Design — Designed a web-app from conception to handoff including **interviews, research, wireframes, prototyping, and testing**.

Training — **Curriculum design** *for new DCO techs*

Correction of Errors — **Critical documentation** *and analysis of failures*

MCMs — **Power tests** *in data centers*