Jesella Barrett

IT, Technology Database, and Software professional | Mathematics and Art Enthusiast
(206) 458-4111 | jess@lasershaft.com | Greater Seattle Area, WA
lasershaft.com | linkedin.com/in/jesella-barrett | github.com/Alphaxius

1. *Summary of Qualifications*

1.1. Able to read and understand documentation, utilize the information, and re-present the information for new audiences. Communicates in a timely manner. Keeps detailed notes about processes and communications. Can do a vlookup.

2. *Experience / Education*

2.1. **Lasershaft.com development and administration, self, from October 2022 to present**

2.1.1. Full stack developer, React JS, Python, GitHub for version control

2.1.2. Administrator of associated Google Workspace, Domain; Cloudflare Site, DNS, S2

2.1.3. Blog writer and art maker

2.2. **Technology and Database Manager at Rainier Prep Middle School in South Seattle/Burien from October 2021 to present**

2.2.1. Manages over 500 end-user devices including Chromebooks, Windows devices, printers, projectors, and hotspots

2.2.2. Administers and manages student information system (SIS) database, Synergy

2.2.3. Assists in administration and data maintenance for school's LMS, Renaissance (Illuminate) DnA

2.2.4. Super administrator of organization's Google Workspace for accounts, Chromebooks, etc.

2.2.5. Maintains password management system for group accounts and student passwords

2.2.6. Writes internal processes and policies

2.2.6.1. Student technology agreement to minimize maintenance costs

2.2.6.2. Service level agreements for help desk support

2.2.6.3. Data maintenance schedules

2.2.7. Reports school data to State database (CEDARS) over SFTP

2.2.8. Automates processes using Google Sheets and Google Apps Script, Visualization Query Lang., Python, and PowerShell

2.2.9. Assists in backend management and end-user tech support for state testing: WIDA, STAR, SBAC, WCAS

2.2.9.1. Data entry and validation, updating accommodations settings for users, maintaining on-prem testing server (test distributor's proprietary service)

2.2.9.2. Assists in scheduling, finding empty rooms, ensuring group size and accommodations are met,

2.2.10. All levels of help desk, occasional front desk person

2.2.11. Fixes and maintains printer, maintains printer accounts

2.3. **Order Desk Technician at Xerox in Seattle from March 2021 to September 2021**

2.3.1. Fulfilled orders for files ensuring proper clearance, document control

2.3.2. Located thought-lost originals by scouring email chains, kept meticulous notes

2.3.3. Supported users in help desk

2.4. **Print and Marketing Associate at Staples in Mill Creek from October 2016 to November 2018 and again from June 2020 to March 2021**

2.4.1. Developed basic data management system for payment tracking

2.4.2. Improved materials inventory tracking

2.4.3. Led upselling project for color printing, upgraded paper, and donations

2.5. **Undergrad Student at University of Washington Bothell from September 2016 to April 2020**

2.5.1. Electrical engineering major (BSEE), minor in computer science and software engineering, minor in mathematics, graduated cum laude (GPA 3.87)

2.5.2. Designed waveform generator using microcontroller, low level C programming, digital to analog converter

2.5.3. Wrote small software projects using C++ and Python (formally taught in C++ and Java, self taught in Python)

2.5.4. Capstone project: aquaponics farm control system, scalable sensor inputs and outputs for pumps, fans, etc.

2.6. **Distribution Assistant at Ben Bridge in Seattle from September 2014 to September 2016**

2.6.1. Counted merchandise, distributed to bins, communicated to supervisors