

Jesella Barrett

IT, Technology Database, and Software professional | Mathematics and Art Enthusiast
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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, R2
- 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