

Jesella L. Barrett

IT, Database, Software, and Network Professional | Excel Nerd

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1. Summary of Qualifications

- 1.1. Competency in document control, sensitivity, FERPA, PII
- 1.2. Proven ability to maintain relationships with vendors, service providers, third party companies
- 1.3. Provides help desk support for staff and prior experience providing support for clients and customers
- 1.4. Skilled in creating trainings slides and videos, technical documentation, and other communications
- 1.5. Well skilled in spreadsheet and database automation, maintenance, administration, and improvement
- 1.6. Proficiency in website maintenance including troubleshooting DNS, HTML, CSS and other back-end support
- 1.7. Highly self-motivated, seeks out learning experiences and professional development
- 1.8. Focused on improving workplace equity for queer and other marginalized people

2. Experience

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

- 2.1.1. Web development with React JS, Javascript, Python, Git, raw HTML/CSS
- 2.1.2. Administrator of associated Google Workspace, Domain; Cloudflare Pages, DNS
- 2.1.3. Learning application security and database development on cloud services

2.2. Technology and Database Manager at Rainier Prep Middle School in South Seattle/Burien from October 2021 to present; 40-50 hours per week

- 2.2.1. Manages over 500 end-user devices including Chromebooks, Windows devices, printers, projectors, and hotspots
- 2.2.2. Administrates and manages student information system (SIS) database, Synergy
- 2.2.3. Automates processes with network code and scheduled jobs (i.e. Cron) for multi-system projects requiring tiered priorities and timing windows
- 2.2.4. Super administrator of organization's Google Workspace
- 2.2.5. Maintains password management system for group accounts and student passwords
- 2.2.6. Writes internal processes and procedures
 - 2.2.6.1. Student technology agreement to minimize maintenance costs
 - 2.2.6.2. Service level agreements for help desk
 - 2.2.6.3. Database maintenance schedules, endpoint maintenance schedules
 - 2.2.6.4. AI usage to comply with FERPA, COPPA, and CIPA
- 2.2.7. Reports school data to state database (CEDARS) over SFTP
- 2.2.8. Data entry and validation of student and staff data
- 2.2.9. Ad hoc queries for audits and internal needs
- 2.2.10. Creates user trainings
 - 2.2.10.1. Google Suite
 - 2.2.10.2. Assessment software
 - 2.2.10.3. Database front end
 - 2.2.10.4. AI (GLP/ Chat-GPT)
 - 2.2.10.5. Windows 11
- 2.2.11. Occasionally supervises volunteers/ interns for new asset intake and inventory
- 2.2.12. Administrates GoGuardian org-wide application for CIPA compliance
- 2.2.13. Maintains relationships with vendors to improve quotes and decrease year over year costs
- 2.2.14. Manages user accounts with role-based access including security groups, organizational units, and licenses
- 2.2.15. Creates cost projection analyses for finance team to assist in creating a realistic budget

- 2.3. Print/Mail/Scan Production Associate I (Order Desk Operator/ Help Desk) at Xerox in Seattle from March 2021 to September 2021; 40 hours per week**
 - 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 for application support, assigned ticket priorities, escalated tickets as needed
- 2.4. Print and Marketing Associate at Staples in Mill Creek from October 2016 to November 2018 and from June 2020 to March 2021; 30 hours per week**
 - 2.4.1. Developed basic data management system for payment tracking
 - 2.4.2. Improved materials inventory tracking
 - 2.4.3. Led sales and upselling project for color printing and upgraded paper
 - 2.4.4. Provided excellent customer service and sales
 - 2.4.5. Gap in employment to focus on education (3.5.)
- 2.5. Distribution Assistant at Ben Bridge in Seattle from September 2014 to September 2016; 8 hours per week**
 - 2.5.1. Tracked inventory by methodically counting merchandise and keeping documentation on the work
 - 2.5.2. Accurately distributed product to bins after counting
 - 2.5.3. Problem solved issues when possible, escalate issues to supervisors when not possible
 - 2.5.2. Team player; strived to understand the whole production line to do my part as best as possible

3. Education

- 3.1. AI/ GLP Self-Study and Professional Development in 2024**
 - 3.1.1. Basic prompt engineering, AI system integration, privacy concerns
 - 3.1.2. Applied learning by leading a pilot program at current work (2.2.)
 - 3.1.3. Further study at work, learned about terms of service issues, FERPA, COPPA, and CIPA concerns
 - 3.1.4. Dove deeper into prompt engineering and how to teach prompt engineering basics to other staff
 - 3.1.5. Studied security concerns over prompt injection
- 3.2. Data Visualization Self-Study in 2023**
 - 3.2.1. Studied data visualization in Google Sheets, Microsoft Excel, and Tableau
 - 3.2.2. Applied learning at current work (2.2.) by analyzing grading data to provide insights on grading averages over time, and correlating major changes to policy changes or major world events (i.e. pandemics)
- 3.3. Document Security Self-Study in 2023**
 - 3.3.1. Learned best practices for document control and security
 - 3.3.2. Learned indexing methods for files
 - 3.3.3. Created basic file tracking database for personal documents
 - 3.3.4. Applied new skills at current work (2.2.) by organizing and mapping purchasing documents and repair case documents
- 3.4. CCNA/Networking Self-Study in July-August 2021**
 - 3.4.1. Learned networking architecture and troubleshooting basics
 - 3.4.2. Familiarized with specifics for Cisco network devices, focus on Meraki Cloud
 - 3.4.2. DHCP, DNS, ARP/ RARP, IPv4 and IPv6 assignments, IPv4 subnetting, some WLAN
 - 3.4.3. Can acquire certification if needed
- 3.5. Electrical Engineering FE Self-Study and Certification in April 2020**
 - 3.5.1. Reviewed entire EE coursework from school
 - 3.5.2. Re-read textbook and practiced review problems
 - 3.5.3. Passed FE test and gained Washington State EIT certification
- 3.6. Undergrad Student at University of Washington Bothell from September 2016 to March 2020**
 - 3.6.1. Electrical engineering major (BSEE), minor in computer science and software engineering, minor in mathematics, graduated cum laude (GPA 3.87)
 - 3.6.2. Designed waveform generator using microcontroller, low level C programming, digital to analog converter
 - 3.6.3. Wrote small software projects using C++ and Python (formally taught in C++ and Java, self taught in Python)
 - 3.6.4. Capstone project: aquaponics farm control system, scalable sensor inputs and outputs for pumps, fans, etc.