Jesella Barrett

IT, Technology Database, and Software professional
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1. *Summary of Qualifications*

1.1. Develops and tests software

1.2. Maintains and understands databases

1.3. Integrates systems

1.4. Prioritizes issues

1.5. Coordinates purchasing and procurement

2. *Experience / Education*

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

2.1.1. Web developer, React JS, Python, Git, raw HTML/CSS

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

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. Administers 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 for accounts, Chromebooks, etc.

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

2.2.7. 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. User training for Google Suite, assessment software, and database front end

2.3. Order Desk Technician 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

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 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; 8 hours per week

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