

# Bailey Kirk

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## Experience

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### Operations Analyst

Indiana Department of Correction

Indianapolis, IN  
2022 to Present

- Data cleaning, management, & visualizations
- SharePoint site administration
- Automated & ad hoc reporting, dashboards, and presentations
- Data ingestion, automation, ETL, and Data Warehousing
- Experience managing multiple projects simultaneously
- Lead on projects that inform administration and impact legislation
- Collaboration with departments and external agencies
- Conduct on site assessments using validated standardized tools

### Case Manager

Marion County Community Corrections

Indianapolis, IN  
2021 to 2022

- Case management using evidence-based practices
- Enhanced offender accountability
- Decreased risk of offender recidivism
- Supervised and monitored justice involved individuals for agency and court compliance
- Collaborated with external service providers, courts, and law enforcement

### Technology Support

Metropolitan School District of Warren Township

Indianapolis, IN  
2016 to 2021

- Ticketing with IncidentIQ
- Maintained student and faculty technology
- Collaborated on district wide technology projects
- Automation, remote management, and imaging of Windows and Apple deployed devices
- Assisted staff and students with troubleshooting technology issues
- Customer service to parents, students, and staff during the COVID-19 pandemic

## Education

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Indiana University-Purdue University Indianapolis

BS in Criminal Justice

2016 to 2021

## Skills

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**Languages:** R, Python, SQL, Rust, JavaScript, HTML, CSS, PowerShell, Markdown

**Technologies:** Windows, Linux, MacOS, Linux Server, Tableau, Microsoft Office, Azure, SharePoint

**Soft Skills:** Problem solving, Communication, Lifelong learner, Project management, Presentations