

**JASON BALADI**  
Los Angeles, CA 90068  
Cell (818) 919-4423 jasonbaladi@gmail.com

### **IT Technical Skills**

**Programming Languages:** C, C++, Python, Java, JavaScript, PHP, HTML/CSS, SQL Knowledge, Visual Basic

**Testing Tools:** Selenium, TestComplete, LoadComplete, Rally, JIRA, Axosoft, Mouse Recorder, Postman, Splunk

**Productivity Software:** Word, Excel, PowerPoint, Access, Publisher, Adobe Acrobat, Skype, Zoom, Slack, Microsoft Teams

**Operating Systems:** Windows, Mac OS, UNIX/Linux

**Cloud Computing:** Amazon Web Services

**Languages:** Spanish (Advanced)

### **Administrative/Office Skills**

**Typing:** 65 wpm

**Data Entry:** 10,000 kph

### **Certifications**

Microsoft Certified Solutions Associate (MCSA): Windows Server 2016, 12/2020

AWS Certified Solutions Architect – Associate, 12/2019

TestOut Desktop Pro Certification, 08/2019

TestOut Network Pro Certification, 05/2019

TestOut Server Pro 2016: Installation and Storage Certification, 05/2020

TestOut Server Pro 2016: Networking Certification, 08/2020

TestOut Server Pro 2016: Identity Certification, 11/2020

CTFL (Certified Tester, Foundation Level) certified, 12/2014

CompTIA A+ (4/2010), Security+ (12/2010), Network+ (08/2010), and Server+ (05/2013) certified

CompTIA Secure Infrastructure Specialist (CSIS) certification, 12/2010

CompTIA Network Infrastructure Professional – CNIP Stackable Certification, 05/2013

CompTIA IT Operations Specialist – CIOS Stackable Certification, 08/2010

Advanced Communicator Gold Toastmaster and Competent Leader, 07/2007

### **Work Experience**

**California Department of Justice**, Los Angeles, CA

**Office Technician**, January 2019-Present

- Perform Live Scan of internal Department of Justice employees and contractors that needed access to our floors
- Serve as the Revolving Fund Custodian processing and issuing checks averaging around \$25,000 monthly for legal and office expense reimbursements
- Sort and distribute payroll warrants as well as file various personnel and transit documents
- Answer and respond to employees' expense reimbursement, payroll, transit, and parking questions
- Process 150-200 monthly transit passes for employees using TAP (Transit Access Pass) and Metrolink
- Prepare monthly transit and parking reports, as well as prepare and pay invoices for payment from \$10,000 to \$50,000

**MindSpark**, Santa Monica, CA

**Software Test Analyst**, August 2014-February 2018

- Performed system, unit, acceptance, regression, load, and functional testing on various web and mobile applications using manual and automated testing methods

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- Conducted automated API testing using Postman
- Collaborated with software engineer team to test a program's key features and requirements, then communicated results, making sure to help identify the root cause
- Trained co-workers in the creation and execution of test cases
- Created and maintained Regression and test suites results and other test case documentation
- Collaborated with team to manage product testing and development in agile environment
- Installed, configured, and maintained computer systems and troubleshoot various issues
- Performed basic programming duties using SQL and HTML
- Created defect tickets, interacted with developers, and resolved issues using JIRA
- Diagnosed and resolved network and system issues
- Used VMware to login and create virtual environments
- Tested using advanced scientific calculations

### **Computer Sciences Corporation (CSC), El Segundo, CA**

#### **Project Administration Associate, January 2012-August 2014**

- Sorted and scanned sensitive documents consistently meeting stringent deadlines
- Verified and entered data using Brainware, a data extraction program consistently being 20% more productive than my peers and achieving the distinction of being the top performer
- Trained coworkers in sorting, scanning, and processing of documents
- Gained enhanced teamwork and communication skills by working with garnishment and tax document teams in order to complete incoming requests on time
- Created spreadsheets to consolidate business rules and vital information into an online document that coworkers could easily access and view

### **Hewlett Packard/Enterprise Services, Los Angeles, CA**

#### **Clerk III, January 2005-December 2011**

- Performed data entry of at least 2000 Medi-Cal service forms per month
- Identified and corrected data entry errors of peers, keeping at least a 99.9% accuracy rate and consistently being a top performer
- Trained individuals in entering medical forms to computer database
- Supervised three other employees in the fair distribution of work and resolving any issues
- Collected and verified time sheets for 10-12 employees before sending to supervisor
- Maintained confidentiality of patient medical information in strict compliance with HIPAA and related laws, regulations, and standards

### **Education**

**Saddleback College**, Mission Viejo, CA 12/2019

*Associate in Science in Network Administrator*

**Santa Monica College**, Santa Monica, CA 07/2018

*Cloud Computing Certificate and Associate of Science in Computer Programming*

**Strayer University**, Newington, VA 04/2006

*Master of Business Administration, Management*

**Fuller Theological Seminary**, Pasadena, CA 9/2004

*Master of Arts, Theology*

**Cornell College**, Mt. Vernon, IA 06/2002

*Bachelor of Arts, International Business, Psychology, and Spanish*