

ERIN BERK

CONTACT

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EDUCATION

A.S. in Network Systems Technology
FSCJ, Jacksonville FL
(Expected Summer 2026)

A.S. in IT Security
FSCJ, Jacksonville FL
(Expected Fall 2026)

RELEVANT COURSEWORK

Cisco 3 • FSCJ

- Configured security for routers using ACLs to filter unwanted traffic according to network requirements.
- Configured OSPFv2 routing for point-to-point and multiaccess networks.
- Troubleshooted IP network connectivity using various tools and layer model methods.

Software Configuration • FSCJ

- Configured and troubleshooted in Windows, Linux, and MacOS environments.
- Managed Windows using various tools such as MSCONFIG, Device Manager, Event Viewer, and more.
- Created scripts and batch files using Python and PowerShell

PROFILE

Highly motivated professional individual with excellent interpersonal and communication skills. Strong attention to detail and ability to meet deadlines as required. Reputation for reliability, initiative, and drive to produce results above and beyond expectations. Excellent team player capable of working effectively in a cooperative setting. Finds enjoyment in technology, problem solving and is eager to learn.

EXPERIENCE

BRIDGENEXT • MAY 2025 - PRESENT

Intern • Jacksonville, FL

- Configured and quality checked new Windows 11 computer systems for deployment to end users by using Intune provisioning, custom scripts and other related software delivery solutions
- Performed troubleshooting, issue resolution and quality control steps to ensure units meet customer specifications before staging and delivery
- Collaborated with a team of 30+ technicians and interns to configure an average of 3,000 devices weekly during a six-month period for deployment of 60,000+ student laptops

UF HEALTH GENETICS • JUNE 2022 – PRESENT

Executive Assistant • Jacksonville, FL

- Coordinates all department meetings and complex travel while adhering to company policies
- Processes and tracks departmental transactions, ensuring that all documentation is within budget
- Managed and updated personnel documents to support audit readiness and data integrity
- Provides technical support for staff, resolving printer, computer and other office equipment issues

BREMER BRACE • JULY 2020 – JUNE 2022

Office Administrator • Jacksonville, FL

- Handled all scheduling for new and established patients
- Answered and routed incoming calls efficiently
- Collaborated with nearby hospitals and vendors to facilitate in-patient care