

## x Kayla Rada's Career Action Plan

### Personal Information

- Name: Kayla Rada
- Date: April 20th, 2025
- Graduation Date: May 2025
- CS Program Completed: AAS in Software Development
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### Self-Assessment

#### ◆ Top 5 Technical Skills:

- Home server & virtualization (Proxmox, VM/LXC management)
- Network/firewall setup (OPNsense, WireGuard, access points)
- Full-stack web development (Spring Boot, .NET MVC/Web API)
- PostgreSQL & SQL database design
- Linux/Windows system administration

#### ◆ Top 5 Soft Skills:

- Problem-solving
- Adaptability
- Communication
- Customer service
- Time management

#### ◆ Work Preferences:

- ☒ Hybrid
- ☒ Remote
- ☒ On-site

◆ **Career Interests:**

- Systems administration
- Technical leadership
- IT operations
- Internal tool development (inventory, ticketing, etc.)

◆ **Work Values:**

- Job security
- Skill advancement
- Process improvement
- Mission-driven work
- Mentorship and leadership

**Career Goal (2025–2030)**

To build deep expertise in IT support, training, and systems within the Montana Judicial Branch, pursue advancement opportunities in IT and management, and develop a strong foundation for future roles in systems analysis, team lead and production, networking, or independent IT project management.

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**Year 1 (2025–2026): Onboarding and Mastery**

**Goal:** Become fully proficient in my current role.

**Actions:**

- Complete all onboarding and probationary training successfully.
- Get familiar with all judicial branch systems, hardware, and software.
- Start documenting recurring issues and support patterns.
- Build positive relationships with coworkers, supervisors, and court staff.
- Request feedback regularly to improve support skills.
- Learn how training programs are developed and delivered.

**Certs to consider:**

- **CompTIA A+**
  - **Google IT Support Certificate**
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**Year 2 (2026–2027): Leadership & Specialized Skills**

**Goal:** Take ownership of more complex projects and refine niche skills.

**Actions:**

- Lead or co-lead a training initiative or equipment rollout.
- Suggest improvements to documentation or internal processes.
- Begin learning basic scripting (PowerShell, Python) to automate simple tasks.
- Ask about opportunities to shadow senior IT staff or assist on backend/server support.
- Get familiar with court management systems and judicial-specific applications.

**Certs to consider:**

- **CompTIA Network+** or
  - **Microsoft Certified: Azure Fundamentals**
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**Year 3 (2027–2028): Growth & Mentorship**

**Goal:** Start taking on more responsibility and explore promotion potential.

**Actions:**

- Train new hires or interns.
- Build an internal portfolio of all my successful projects, trainings, or system upgrades.
- Offer to lead a training series or documentation improvement project.
- Ask about internal career paths. What positions I could grow into in years 4–5.
- Attend at least one state-level tech training, workshop, or conference.

**Certs to consider:**

- **CompTIA Security+**
  - **Certified Desktop Support Technician (CDST)**
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#### **Year 4 (2028–2029): Advancement Prep**

**Goal:** Position myself for a promotion or lateral growth.

**Actions:**

- Apply for or prepare for advancement (IT Specialist II, Supervisor, or Systems Analyst).
- Ask to be included in department planning or policy meetings.
- Update resume with accomplishments from current role.
- Start mentoring junior colleagues or interns more formally.
- Complete an internal or external leadership training course.

**Certs to consider:**

- **ITIL Foundations** (for service management)
  - Any state-required certifications for higher-level IT roles
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#### **Year 5 (2029–2030): Strategic Planning**

**Goal:** Be in or prepared for a senior or specialized IT role in the Judicial Branch.

**Actions:**

- Evaluate the next career move: lead support, systems admin, analyst, or IT management.
- Propose or contribute to a branch-wide IT initiative or policy improvement.
- Speak with HR or supervisor about a long-term career development plan.
- Begin planning for a Bachelor's degree (potentially) or professional certificate program.

## Portfolio Development

- ✓ Personal Website: [kaylakrada.github.io](https://kaylakrada.github.io)
- ✓ GitHub Projects
- ✓ Resume: Tailored for sysadmin roles
- ✓ Cover Letter Templates: Saved from current role in government IT and mid-size companies
- ✓ Home server write-up (Proxmox, OPNsense, storage setup)
- ✓ Document improvements made at work (where appropriate)