

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
 - **Preferred Contact Info:** kaylkrada@gmail.com | <https://www.linkedin.com/in/kayla-rada-a08754287/>
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1. 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

2. Career Goal Setting

Timeframe	Goal Description	Target Date	Notes
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Short-Term (0–12 months)	Master systems admin tasks at your current job	12/2025	Learn your org’s systems, processes, and pain points
Medium-Term (1–3 years)	Take on more responsibility: lead project or mentor others	06/2027	Push toward a junior sysadmin or tech lead path
Long-Term (3–5 years)	Become a tech lead or junior systems administrator	06/2029	Build better inventory/ticketing/maintenance systems; get certifications

3. Education & Training Plan

Area	Plan	Completion Date	Resources
Certifications	Start with CompTIA Server+, Network+, or Linux+	06/2026	CompTIA.org, Professor Messer, Udemy
Degree Advancement	Look into bachelor’s (Cybersecurity or Systems Admin)	2026 (maybe?)	MSU, Carroll College, UM, or online options
Continued Learning	Focus on scripting (PowerShell, Bash) & infrastructure	Ongoing	YouTube, LinkedIn Learning, TryHackMe

4. Professional Experience Plan

Type	Activity	Timeline	Notes
On the Job	Help improve inventory and ticketing workflows	Next 12 months	Propose ideas or tools, small changes
Part-time/Contract	Build internal tools on own time (ticketing/inventory system)	2025	Portfolio-ready project
Independent/Contractor	Systems administrator for local businesses, restructure infrastructure	2025–2026	Experience + references

5. Job Search Strategy

✓ Target Job Titles:

- Junior Systems Administrator
- Tech Support Lead
- Infrastructure Analyst
- IT Operations Technician

✓ Target Employers:

- Government agencies
- Mid-sized tech-focused companies

✓ Geographic Preferences:

- ✓ Local
- ✓ Remote
- ✓ Relocation

✓ Job Boards to Use:

- LinkedIn, State Government Sites, TechCareers

✓ Job Application Tracker:

Spreadsheet with:

- Date Applied
- Company

- Role
 - Contact
 - Follow-up date
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6. Professional Networking Plan

- ♦ **LinkedIn Profile:** Updated, includes project features
 - ♦ **College Alumni:** Reach out via school events and LinkedIn
 - ♦ **Meetups/Conferences:** Attend Montana tech events or virtual Linux/IT ops panels
 - ♦ **Mentorship:** Seek feedback from senior IT staff at current job
 - ♦ **Informational Interviews:** Reach out to system admins for advice quarterly
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7. Portfolio Development

- ✓ **Personal Website:** kaylakrada.github.io
 - ✓ **GitHub Projects**
 - ✓ **Resume:** Tailored for sysadmin roles
 - ✓ **Cover Letter Templates:** Saved for government IT and mid-size companies
 - ✓ **Home server write-up** (Proxmox, OPNsense, storage setup)
 - ✓ **Document** improvements you make at work (where appropriate)
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8. Life & Financial Planning

- Build 3–6 month emergency fund
- Set aside learning budget (books, certs, courses)

- Health + work/life balance (schedule breaks, boundaries)
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9. Review & Adjust

Quarterly Review Dates:

- July 2025
- October 2025
- January 2026
- April 2026