**🎯 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.

**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**

**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**

**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)**

**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

**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

✅ 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)