

Kira Emmett Buck

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Skills and Demonstrated Leadership

- Excellent Communication skills
 - Some programming knowledge
 - Familiar with Linux and open source
 - AWS Cloud Practitioner Certified
 - Conversational Proficiency in Spanish
 - Ability to work in high stress situations
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Education

Bachelor of Science in Criminal Justice • Southern Wesleyan University • Central, SC
May 2016

GPA: 3.74/ 4.0 • Dean's List (6 semesters)

Applied Associate's in Software Development • Ivy Tech Community • Lafayette, IN
In Progress

Courses completed:

INFM 109: Informatics Fundamentals

SDEV 120: Computing Logic

DBMS 110: Database Design & Management

SVAD 150: Cloud Foundations & AWS Certification (AWS Certification obtained)

SDEV 140: Intro to Software Development

SDEV 153: Website Development

SDEV 220: Software Development - Python

Related Work Experience

911 PC Technician: Tippecanoe County Government • Lafayette, IN July 2022 - Present

- Serve as first line of response to calls for assistance with computer hardware, software, and printers
- Perform diagnostics, identify problems, make repairs, or contract appropriate vendors for service as needed
- Provide support for hardware and software on Public Safety Network, both on physical network and remotely in Sheriff's Department patrol cars
- Train users regarding personal computer operation and software applications as needed
- Install and configure personal computers and software as needed, install wiring as appropriate
- Work with vendor technical support agents in reporting issues and implementing solutions, conduct follow-up as necessary
- Update and upgrade hardware and software as needed
- Assist other police and fire agencies with issues that administrators of those agencies are unable to resolve themselves
- Assist Network Administrator in various tasks
- Serve on 24-hour call for emergencies

Other Work Experience

Juvenile Intake Probation Officer: Tippecanoe County • Lafayette, IN April 2017 - June 2022

- Research legal history using multiple databases
- Interview juveniles and offense victims and conduct informal investigations
- Thoroughly explain complex terms and difficult policies
- Write professional and comprehensive reports for court
- Attend and testify in court hearings as needed
- Work in a fast-paced environment
- Make court level decisions with minimal supervision
- Supervised a 30+ juvenile/family caseload in English and Spanish

Case Manager: Wabash Valley Alliance, Inc. • Frankfort, IN June 2016 - September 2016

- Provided skills training and development for all assigned clients
- Conducted DCS reports as a child advocate
- Performed school-based casework as necessary
- Interacted with clients in homes that represent poverty
- Utilized proficient communication skills to deescalate irate clients

Title 1 Paraprofessional: Lafayette School Corporation • Lafayette, IN Sept 2016 - April 2017

- Assisted disadvantaged children to meet high academic standards
- Carried out the lesson, plans, and instructional support activities provided by Title 1 teacher
- Facilitated discussions with students to aid in providing critical thinking skills
- Communicated with and translate for Spanish speaking students

Lead After School Care Counselor: YMCA • Lafayette, IN Sept 2016 - April 2017

- Provided after school care for school-age children at Wea Elementary School
- Demonstrated high level of safety and supervision of children at all times
- Created, facilitated, and engaged children in fun activities to keep them occupied
- Handled any unruly behaviors and communicated with parents and supervisors

Criminal Justice Work Study: Southern Wesleyan University • Central, SC Aug 2013 - May 2016

- Worked on campus for 10-20 hours per week while completing bachelor's degree
- Handled confidential student information (grading and advising)
- Learned to navigate departmental and academic policies and procedures
- Aided faculty in curriculum and program development
- Served as teaching assistant through classroom lectures and support

Intercollegiate Athlete: Southern Wesleyan University • Central, SC Aug 2012 - May 2016

- Participated in both cross country and track & field while completing degree
- Received scholarship toward tuition
- Devoted 20+ hours per week to athletics while carrying full course load and work study job
- Gained valuable time management skills, leadership, and team-building experiences