

Torrodjae Somerville



IT Administrator | Systems & Automation Specialist

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About Me

IT Administrator with experience managing systems, networks, and user support across multiple locations. I specialize in automation, technical troubleshooting, and ensuring secure and efficient operations. Comfortable working directly with leadership and staff to translate technical requirements into practical solutions.

Skills

- Microsoft 365 Administration (Exchange, SharePoint, Teams, OneDrive)
- Active Directory & Group Policy Management
- Zoho Creator & Deluge Scripting
- Power Automate & Power Apps Integration
- Windows Server & Endpoint Management
- Network Troubleshooting & Configuration
- System Security & Backup Management
- Data Management & Reporting (Excel, Power BI)
- Technical Support & Staff Training

Experience

Larmax Homes Senior Living — IT Administrator

June 2023 – Present | McLean, VA

- Manage Microsoft 365 systems, user accounts, and Active Directory permissions across multiple locations.
- Oversee security, access, and performance for senior living environments with diverse user needs.
- Automate reports and workflows in Zoho Creator and Power Automate to support 9 houses and reduce manual work.
- Provide staff training and technical troubleshooting support for hardware, software, and connectivity issues.
- Collaborate with leadership to implement scalable IT solutions and improve business continuity planning.

Walmart — Online Order & Fulfillment Associate

May 2021 – May 2023 | Bowie, MD

- Processed and fulfilled online orders accurately and on schedule in a fast-paced environment.
- Maintained inventory accuracy and organized storage areas for efficient picking and staging.
- Provided support to customers and teammates during peak hours, demonstrating reliability and teamwork.
- Recognized for consistent performance, strong work ethic, and dependability.

Morningside House of Friendship — Server

August 2019 – April 2021 | Hanover, MD

- Served meals while maintaining professionalism and attention to resident needs.
- Coordinated with kitchen and care staff to ensure dietary compliance and special requests.

- Ensured adherence to food safety and sanitation standards.
- Developed strong interpersonal and customer service skills.

Education

Bowie State University — B.S. in Computer Technology

Aug 2022 – Present | Bowie, MD

Focus on systems administration, networking, and cybersecurity fundamentals.

University of Maryland Eastern Shore — Computer Science (Freshman Year)

Aug 2021 – May 2022 | Princess Anne, MD

Completed foundational coursework in programming and information systems before transferring.

Baltimore City College High School — High School Diploma

Projects

Data-Driven Used Car Pricing Project (CTEC 426)

Built an analytical project to examine how vehicle age, mileage, condition, and market factors influence used car pricing. Performed data cleaning, feature engineering, and visualization to identify fair-value ranges and pricing outliers.

Skills demonstrated: data preparation, analytical thinking, documentation, and presenting technical findings to a non-technical audience.

Awards & Recognition

- Dean's List every semester
- National Merit Scholarship Recipient
- Outstanding Technical Support Recognition, Larmax Homes Senior Living
- Employee of the Month, Walmart Severn

Availability

Available Monday – Friday, 6:00 AM – 8:00 PM.