

12312 Padgett Court Walton, KY 41094

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Seth Nicholas Egger

SKILLS

- Basic Python Programming
- AppSheet Development
- Music Production(Logix Pro and ProTools)
- Video Production(Final Cut Pro and Adobe Premiere Pro)
- Database Management (Electronic Mental Health Records Systems)
- Windows Server Administrator
(Windows Server 2012)
- Photography (Mainly 360 Photography)
- Project Management
- G-Suite Administration
- Self Learner
- Extremely Team Oriented
- AppScript Development
- AWS and GCP experience : I maintained a pair of Ec2 instances in AWS to host our agency's website. I used s3 Glacier storage in AWS to archive files which were 5 years or older. I used GCP as the MySQL backend for an application built with Appsheet which stored all the records for our Supported Employment program.
- Data Visualization (Google Data Studio) - I built dashboards to give real time statistics on our agency staffing needs, client rosters, and housing vacancies. I created all statistical charts for monthly board meetings which would show client success rates throughout our different sites and overall staffing trends, as well as our website and social media engagement.

EXPERIENCE

Transitions Inc., 1650 Russell Street Covington KY, 41011 — IT Director

April 2016 - June 2020

- Responsible for setup, patching, troubleshooting and resolving issues with in-house Windows Server used mainly by the Finance Department

- Responsible for procuring, setup, delivery and support of over 120 personal computers (Chromebooks, Macs, and Windows) for Transitions staff; Prepared business case to shift 70 users from PC to Chromebooks based on their job needs and usage, resulting in \$70k in savings.

- Administrator for the VOIP system which included over 80 phones in 7

locations)

- Responsible for onboarding G-Suites and migrating all Microsoft Outlook clients to G-Mail. Trained all staff on how to use G-Suite tools. Responsible for migrating all Word and Excel documents from terminal servers to Google Team Drives.

- Built company website, responsible for creation of all content including imagery for Transitions website. Utilized Wordpress to develop site and publish. Used custom HTML, CSS, and Javascript to meet demands of changes for the website. Responsible for creating all forms on public website and internal Employee Site. Built Employee Site using Google Sites. Setup and maintained Google Analytic for both websites. Earned a Google Analytics certification to properly manage and create custom dashboards and notification email triggers to keep track of success rates on forms and social media campaigns. Used Google Data Studio to create real-time dashboards attached to multiple Google Sheets which held information ranging from finances to housing vacancies. Set up DNS and other backend requirements for GCP and migrated from Network Solution to AWS Route 53.

- Video Producer (Final Cut and Adobe Premiere Pro)

- Administrator of YouTube Channel

- Trainer for new hires

- Helped with fundraising for \$12,000,000 campaign

- Transferred the agency to G-Suites (which was free for 5013c agencies)

- Automated sw updated and patches to staff computers, resulting in reduction of 20 hours of work per week, while increasing security and reliability of user devices.

- Created all Google Slides for board meetings

- Maintained agency EHR system as the superuser and added new tables to the mysql

database as needed

- Managed onboarding of Billing component in EHR system

- Managed Facebook Page and created all content for posts

- Created Appsheet application to manage our client rosters
- Developed Appsheet application to improve Supported Employee program that:
 - Saved 3hrs/day in effort to collect, summarize and evaluate applications.
 - Increased applications by 25% by improving the ease of submissions for applications.

- Trained employees on how to use Credible (EMHR System)

- Trained employees on how to use G-Suites applications

- Transferred Paper Forms into Google Forms

Access Wireless, Covington KY, 41011 — Sales Representative May 2013 - March 2016

- Set up sales tents and events
- Enrolled new customers
- Educated customers on the services and program
- Represented three states for the Lifeline program

Patrick's Custom Hardwood, Erlanger KY — Installer and Finisher February 2010 - April 2013

- Installed hardwood and laminate flooring
- Finished and refinished hardwood flooring
- Consulted customers on wood and stain options

EDUCATION

Northern Kentucky University, Location — *Fine Arts*

AUGUST 2004 - AUGUST 20006, Louie B Nunn Dr, Highland Heights, KY 41099 I nearly completed my associates in fine arts but ran out of funding.

CERTIFICATIONS

G-Suite Administrator
Google Analytics