

# JED LAYSON

San Diego, CA 92114 | 619-808-9236 | [layso003@csusm.edu](mailto:layso003@csusm.edu) | [LinkedIn](#) | [GitHub](#)

## EDUCATION

- 2020 – Expected 2023      **Bachelor of Science in Computer Information Systems,**  
*California State University San Marcos*  
· Cumulative GPA: 3.6
- 2015 – 2020      San Diego Community College District (City, Mesa, Miramar)  
· Dean's List 3 years

## RELEVANT COURSEWORK

- Computer System Analysis and Design
- Computer Architecture
- Data Structures
- Database Management Systems
- Introduction to Networking
- Operating Systems
- Oral Communication
- Project Management and Practice\*
- Software Engineering
- Web Programming

\*in progress

## TECHNICAL SKILLS/EXPERIENCE

- **Languages:** C++, Java, Visual Basic, Python
- **Web:** HTML, CSS, JavaScript, PHP
- **Databases:** Oracle
- **Software:** Visual Studio, Eclipse, Jira, Trello, Office, Blitzdoc
- **Operating Systems:** Windows, Unix

## PROFESSIONAL EXPERIENCE

- Oct 2022 – Present      **Digital Navigator, City of San Diego**  
· Assisting community members in learning digital skills, in addition to accessing affordable internet and technological devices  
· Understanding the digital divide in the San Diego region and nationally, including policy and funding trends
- July 2022      **SDCC '22 Event Staff, Bandai Namco Toys and Collectibles America Inc.**  
· Assisted BNTCA employees with building, setup, and breakdown of workshop areas  
· Engaged and controlled large crowds of convention visitors, sharing knowledge of product offering  
· Provided clerical assistance as needed
- 2019 – 2020      **Payoff Assistant, Guild Mortgage Company**  
· Processed demand requests and payoff wires, meeting deadlines and month end schedules  
· Responded to questions and requests for documentation from mortgagors, authorized third parties and other departments  
· Mailed payoff surplus refund checks to borrowers  
· Provided support as needed with audits and to department members
- 2016 – 2019      **File Room Specialist, Guild Mortgage Company**  
· Scanned, filed, and maintained critical loan documents in accordance with corporate conventions; data security; and privacy policies and protocols  
· Sorted and merged files, creating complete document records  
· Retrieved requested documents and files for auditors