

Jessica Claire

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SUMMARY

Highly-motivated employee with desire to take on new challenges. Strong work ethic, adaptability and exceptional interpersonal skills. Adept at working effectively unsupervised and quickly mastering new skills. Organized and motivated employee eager to apply time management and organizational skills in various environments. Hardworking and reliable [Job Title] with strong ability in [Task]. Offering [Skill] and [Skill]. Highly organized, proactive and punctual with team-oriented mentality.

Diligent [Job Title] with [Number] years of experience. Known for effective [Type] systems improvements and careful attention to infrastructure and operational procedures. Excellent diagnostic abilities with advanced technical expertise. Proficient in [Software] and [Type] resources. Intends to develop professional work experience utilizing excellent communication and time management skills.

SKILLS

- Software Management
- Disaster Recovery
- Team Collaboration
- Data Backup
- Performance Monitoring and Optimization
- Verbal and Written Communication
- Virtual Machine Operation
- Self Motivation
- VMware and Oracle VM
- Permissions and Access Control
- Teamwork and Collaboration
- Agile/Scrum Methodology
- Source and Version Control: Git, Github
- Continuous Integration Systems
- Time Management and Organization
- Analytical Thinking and Problem Solving
- Task Prioritization
- Linux Environments
- CRM Software
- Debugging and Troubleshooting
- Software Deployment
- Data Warehousing and Analytics
- Amazon Web Services

EXPERIENCE

DEVOPS ENGINEER

07/2022 to CURRENT

Centric Consulting | Miami, FL

- Engaged consistently with mentees through designated contact points using various methods.
- Assisted in connecting students and families to community-based support resources and other services.
- Prepared students for later educational experiences by encouraging to explore learning opportunities and persevere with challenging tasks
- Launch EC2 servers using AMI's and configuring servers for specified applications
- Used CI/CD tools to build/continuous deployment automation using Jenkins.
- Managed deployments in Kubernetes, creating clusters and deploying applications into containers.
- Integration terraform with kubernetes cluster, creation deployment on cluster.
- Manage and automate environments with tools like Ansible Playbooks.
- Experience with Automation and Configuration Management Tool like Ansible.
- Work on improvements including the development, automation, and integration.
- Developed and maintained CI/CD pipelines for code deployment.
- Built and maintained Kubernetes cluster on Google Cloud using Helm and Terraform.
- Upgraded Kubernetes Dev/QA/Prod environment to newer version.
- Utilized Hashicorp Packer to create necessary type of machine images.
- Implemented Packer scripts for golden images
- Designed and implemented scalable and highly available Cloud Architecture on Amazon Web Services.
- Configured Route53 DNS hosted zones to serve users on the web.
- Maintained static web sites using S3 bucket and Route53.
- Deployed a production ready, load balanced, highly available, fault tolerant, auto-scaled infrastructure leveraging Terraform.
- Created different container images with Dockerfile.

CLOUD ENGINEER

04/2021 to 02/2022

Pearson | Dallas, TX

- Provided status updates to keep upper management informed and to reach goals.
- Built and oversaw network infrastructure comprised of various virtual products.
- Verified stability, security and scalability of system architecture.
- Oversaw team in completing job tasks quickly and accurately with appropriate use of instruments and tools.
- Planned, tested and supported high-availability infrastructures.
- Performed data backups and disaster recovery operations.
- Analyzed equipment performance records to determine need for repair or replacement.
- Created AWS AMIs using Packer.
- Managed IAAC through Terraform
- Containerized most of company applications
- Hands on experience of AWS and coming trends in the Cloud space
- Participated in planning and architecting of our infrastructure on Amazon Web Services
- Actively managed, improved, and monitored cloud infrastructure on AWS
- Used Terraform for creating subnets, security groups, route tables and ACL's
- Created and updated AWS AMI Images Using Packer
- Experienced in working with S3, DynamoDB, API Gateway, IAM, and other core AWS technologies
- Developed continuous delivery pipeline in Cloud
- Designed and implemented scalable and secure Cloud Architecture on AWS
- Leveraged VPC (Virtual Private Cloud) to build secure, highly scalable and flexible systems that handle expected and unexpected load bursts
- Experienced on AWS EC2 Instances creation, setting up VPC, launching EC2 instances on private and public subnets based on the requirements for each of the applications
- Worked on AWS ASG providing high availability of applications and EC2 instances based on the load
- Experienced in architecting and supporting highly available and highly scalable infrastructure

CONSULTANT

10/2017 to 04/2021

Livingston International | Fremont, CA

- Contributed to requirements gathering and design development meetings.
- Identified opportunities for process improvements to decrease in support calls.
- Collaborated with support team to assist client stakeholders with emergent technical issues and develop effective solutions.
- Maintained data cleanliness and accuracy by adding custom validation rules and custom formulas, reports and dashboards.
- Provided technical guidance for system development and troubleshooting.
- Coordinated and enhanced existing databases and established new databases as part of initiative.
- Provided status updates to keep upper management informed and to reach goals.
- Compared online data with source documents and made corrections or consulted information sources when errors were found.
- Used statistical software to analyze and process large data sets.
- Followed industry innovations and emerging trends through scientific articles, conference papers or self-directed research.
- Cleaned and manipulated raw data.
- Maintained schedule of class assignments to meet deadlines.
- Worked with team members and leadership to identify and develop process improvements.
- Provided leadership, insight and mentoring to newly hired employees to supply knowledge of various company programs.
- Researched and prepared reports required by management or governmental agencies.
- Processed and sent invoices, adjustments and credit memos to customers.
- Reviewed vendor documentation to comply with payment guidelines.
- Managed numerous client accounts to track and collect money owed.
- Increased professional knowledge and training to remain focused on long term objectives.
- Supported staff training, development and evaluation.

EDUCATION AND TRAINING

Master of Science | Administrative management

NTUU KPI, Kyiv

Master of Science | Public Administration

Municipal Academy, Kyiv

Bachelor of Science | Sociology

NTUU KPI, Kyiv

WEBSITES, PORTFOLIOS, PROFILES

- LinkedIn

CERTIFICATIONS

- [Area of certification], [Company Name] - [Year]
- [Area of certification], [Company Name] - [Year]

LANGUAGES

Ukrainian:

Negotiated

English:

Negotiated

Russian:

Negotiated

Italian:

Negotiated