Jamie Shreve

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Education

Rochester Institute of Technology | Rochester, New York

Bachelor of Science, Networking and Systems Administration | Expected Graduation May 2021

Professional Experience

Freight Logistician | RMcClellan Holdings | Richmond, VA | March - June 2020

- In this remote position, which required around the clock readiness and availability for time sensitive document completion, provided assistance in writing up and auditing invoices, load procurement, bill of lading, schedule of accounts, and forwarding of the dispatch confirmation forms for approval and signature to the contracted driver.

Network Associate Engineer | PRA Group LLC | Norfolk, VA | June 2017-August 2018

- Responsible for incoming ticket maintenance, Cisco 3850 new switch configuration, studying and training for CCNA exam, progress reports to upper management regarding major project completion by the network and telecom teams. Responsible for receiving,checking and creating expense reports for all corporate networking and telecom costs, as well as finding and eliminating unnecessary expenditures.
- Project involvement includes new site router configuration and installation, creating and upgrading disaster recovery readiness plans, learning Application Centric Infrastructure (ACI) implementation in a production environment, project managing a new global video conferencing system with on-site hardware, researching price and needed materials then installing a data fiber plant in the home offices data center, participated in a real emergency failover situation.

Note-Taker and Learning Support | RIT | Rochester, NY | August 2016 – May 2019

- Responsible for providing deaf and hard of hearing students with thorough notes on course and lecture material. Attending class every day and exercising time management were crucial for this job, as notes must be completed and turned in every day.

IT Intern | PRA Group LLC | Norfolk, VA | June-August 2016

- Led a project to redesign the corporate onboarding process, creating a new hire information packet that both IT and HR included input and materials with. Was responsible for researching password and active directory management tools, setting up software demos, and rating these companies in a report that would be seen by the CIO & CTO. Was introduced to Agile project management in an application outside of software development.
- Won an IT department Hackathon by identifying and eliminating CFPB legal exposure in the call disposition process.

Skills and Abilities

- **Networking & Telecom Technologies -** Cisco IOS, HP Aruba Access Points, Solarwinds, Avaya ERS, WAN and WLAN experience, data center cable management, Cisco Catalyst 3850, Cisco Nexus 3550
- **Programming Knowledge -** Experience using Python, Bash, Java, HTML/CSS, JavaScript, SQL. Familiar with different command line interfaces including MS-DOS, and Terminal OS X.
- **Graphic Design** - Designing information packets and progress reports in an informational and aesthetically pleasing manner. Passion projects include designing websites for myself and associates.
- **Project Management** - Completed 300 level project management course, active PM during senior capstone project, and was involved in maintaining a PM capacity in a corporate environment.
- **Database & UI Development** - Was involved in completing a deliverable product to a toy charity in Rochester, NY over the course of a year.

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