

**Janae Fairbourn**  
801-910-4994 | fairbourn.janae@gmail.com  
<https://www.linkedin.com/in/janae-fairbourn/>

## EDUCATION

---

### **Brigham Young University-Idaho**

Bachelor of Science, Computer Information Technology

Rexburg, ID  
April 2019

- Relevant Coursework:
  - Object Oriented Programming, Database Administration, System Security
- Technical Skills: Java, JavaScript, CSS, C#

## EXPERIENCE

---

### **Utah Jazz**

*Jr. Systems Administrator*

Salt Lake City, UT  
Feb. 2021 - Present

- Configure, update, and maintain Jira projects and Confluence pages
- Work with users to migrate file servers within deadline
- Patch and maintain business systems on premise, in the cloud, and offsite

*Help Desk Tier 1*

May 2019 - Feb. 2021

- Troubleshoot employee technology problems and brought to a timely resolution
- First contact for basketball operations related issues
- Oversaw management of 300+ Apple products used in SEG

### **BYU-Idaho Technology Department**

*Campus Technology Support*

Rexburg, ID  
Dec. 2017 - Apr. 2019

- Created an intranet site using Angular for internal IT knowledge base
- Repaired student's personal computers with operating system and software issues
- Replaced hardware and updated software on faculty and campus computers

### **Introduction to Robotics**

*Teaching Assistant*

Rexburg, ID  
Sep. 2018 - Dec. 2018

- Provided help and feedback for students designing and programming robots
- Assisted professor with set up and grading of labs
- Conducted review sessions and remedial labs for students

## LEADERSHIP & SERVICE

---

### **The Church of Jesus Christ of Latter-day Saints**

*Full-time Volunteer Representative*

Wichita, KS  
Oct. 2013 – May 2015

- Worked 80-hour weeks completing service projects and teaching lessons on faith
- Selected to oversee the work of 20 missionaries over a span of 6 months
- Led training sessions, designed new techniques, and presented to large groups to improve productivity in charted performance metrics by over 50 percent.