

## **Jade Morrison**

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### **EDUCATION**

#### **Bachelor of Science in Computer Information Systems**

Expected May 2023

The College of St. Scholastica (CSS), Duluth, MN

- Concentration in Software Development
- Art Minor
- GPA 3.73 - Dean's List Fall 2019, Fall 2021, and Spring 2022

### **WORK EXPERIENCE**

#### **Technician Assistant (Team Leader)**

**The College of Saint Scholastica**, Duluth, MN

2020 - Present

- Help troubleshoot low-to-mid-level technical issues over phone, zoom, or in person.
- Deliver and set up audio-visual equipment to classrooms and conference rooms.

#### **ServiceNow Management and Tools Admin (Internship)**

**CSAA Insurance**, Remote out of Glendale, AZ

Summer of 2022

- Migrate certain service catalogs into a new more updated software.
- Look over tickets in the ServiceNow platform and troubleshoot low level issues.

#### **Website Manager and Patient Coordinator**

**Morrison Eye Care**, Detroit Lakes, MN

Summers of 2020 and 2021

- Scheduled patients and marketing agents over the phone and in person.
- Demonstrated mid-level knowledge of different health insurances and vision plans/insurance.
- Developed and designed a website for information and marketing from a small template.

### **SKILLS**

- I have experience in the coding languages Java, JavaScript, HTML, CSS, and C#.
- I am very flexible and have great teamwork and leadership skills.
- I am a confident designer and creator of projects
- I am comfortable with public speaking
- I am competent in almost every Google program.

### **PROJECTS**

#### **Morrison Eye Care (Active)**

- Developed a website for information and marketing from a small template.
- Researched different eye conditions to put in an easy-to-read and informative section.
- Communicated frequently with the owners and employees to get headshots, pictures, and pertinent information.

#### **Forgein Exchange (2017-2018)**

- I spent just 6 days shy of 11 months in Finland during my last year of high school
- Also traveled around Finland and Europe interacting and working with people who did not speak the best english.
- Worked with a lot of classrooms in the elementary and middle school as well.