

**Keven Gilbert**

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**229.815.8618**

## **EDUCATION**

VALDOSTA STATE UNIVERSITY — VALDOSTA, GA

Bachelor of Science, Computer Information Systems

Relevant Coursework: Network Administration, Software Engineering, Programming, Computer Organization, Artificial Intelligence, Database Design, Data Analysis

GEORGIA SOUTHWESTERN STATE UNIVERSITY — AMERICUS, GA

Bachelor of Arts, English Literature

## **ADMINISTRATIVE AND HR SUPPORT**

- Utilized the PeopleSoft ticketing system as an end user to submit and monitor HR and IT service requests, with foundational technical knowledge of ERP systems and workflows
- Coordinated onboarding tasks and submitted employment-related documentation in compliance with institutional and HR policies
- Maintained internal databases and updated employee records with accuracy and confidentiality
- Assisted in benefits processing, job postings, and appointment tracking as part of a collaborative HR operations team
- Supported administrative reporting, filing, and workflow tracking to streamline cross-departmental communication and task follow-through

## **DEVELOPMENT AND SUPPORT**

- Web support and maintenance using PHP, MySQL, and WordPress across self-directed and course projects
- Utilized WP-CLI and Apache on Linux environments to manage deployments and troubleshoot hosting issues
- Automated development workflows with Gulp and shell scripting to reduce manual build and deployment tasks
- Integrated GitHub and Jenkins for version control and CI/CD, supporting smoother code updates and team collaboration

- Application testing using Google Cloud Platform for small-scale production and development environments

## **MODERNIZING LEGACY SYSTEMS**

- Automated Access data extraction and reporting workflows using Python and ODBC connectivity
- Developed scripts to modernize .accdb-based processes, reducing manual work and increasing data accessibility
- Resolved compatibility issues between legacy Access files and modern 64-bit Python environments
- Exported Access data to Excel-ready formats (CSV) for use in analytics, audits, and operational reporting
- Built reusable tools for Access integration, enabling scalable automation for non-technical users

## **EXPERIENCE**

### **GEORGIA COOPERATIVE FISH AND WILDLIFE RESEARCH UNIT — ATHENS, GA**

#### **Administrative Specialist**

- Tracked and reconciled budgets using Excel and Tableau to support procurement and resource allocation decisions
- Oversaw vehicle fleet operations using data-driven maintenance tracking and asset management systems
- Led graphic design and editorial production for annual research report, optimizing accessibility and digital presentation

### **ALEXANDER CAMPBELL KING LAW LIBRARY — ATHENS, GA**

#### **Administrative Coordinator**

- Managed IT inventory, procurement workflows, and requisitions using PeopleSoft applications
- Coordinated data collection and reporting for regulatory bodies including ARL and ABA
- Designed scalable operational frameworks to streamline procurement planning and project management

### **DATA AUTOMATION — ATHENS, GA**

#### **Content Strategist**

- Developed and maintained content roadmap for automation and CRM platforms

- Conducted keyword research on automation technologies, CRM systems, and B2B workflows
- Contributed to brand positioning in process automation and B2B technology sectors

## **SKILLS AND INTERESTS**

Programming: Python, SQL, JavaScript, HTML/CSS

Software: Tableau , Microsoft Excel, PeopleSoft, GitHub

Tools: JIRA, Notion, Microsoft Office Suite, Google Workspace

Interests: Web application development, sports analytics, music production, investigative journalism