Keven gilbert

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Education

Valdosta State University

Bachelor of Science in Computer Information Systems/Computer Science

• Studied data structures, algorithms, and software engineering fundamentals with exposure to full-stack development and systems design

• Completed coursework in database systems, AI, and data visualization with hands-on lab applications in JupyterLab

• Developed academic projects involving AWS, GitHub, and CI/CD pipelines

Work Experience

University of Georgia – Alexander Campbell King Law Library, Athens, GA

Administrative Coordinator

• Managed procurement workflows and IT asset tracking using PeopleSoft ERP system

• Prepared regulatory reports and maintained performance metrics in alignment with institutional benchmarks

• Coordinated requisitions and budget forecasting for software and hardware licensing

Georgia Cooperative Fish and Wildlife Research Unit, Athens, GA

Administrative Specialist

• Reconciled federal and state budgets and tracked financial performance using Excel and Tableau

• Produced and designed annual research reports for public and internal stakeholders

• Managed fleet operations and led data tracking for unit logistics and maintenance

Academic Research Experience

Undergraduate Research Symposium Submission

• Presented: “How E-Commerce Giants Manipulate the Free Market” – A critical investigation of corporate influence in digital economies

• Conducted independent research and synthesized economic and technical findings into a visual presentation format

Professional Development

DataAutomation – SEO Content Strategist Intern

• Conducted keyword research and competitive analysis to improve the discoverability of automation and CRM tools

• Developed and maintained a content roadmap targeting B2B search trends and long-tail queries

• Positioned the brand as a thought leader through SEO-focused articles and technical blogging

Freelance Development

• Built tools using Python and pyodbc to automate Microsoft Access database exports and filtering workflows

• Designed CI/CD pipelines using GitHub, CodePipeline, and Jenkins for academic and personal projects

• Developed dashboards and data workflows using Power BI and Google Cloud Platform

Development and Support

• Delivered freelance solutions using PHP, MySQL, Apache, and Linux server environments

• Maintained WordPress installations using WP-CLI and automated site tasks with Gulp and shell scripting

Administrative and HR Support

• Integrated GitHub and Jenkins for lightweight deployment and version control support

Administrative and HR Support

• Utilized the PeopleSoft ticketing system as an end user to submit and monitor HR 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

Technical Skills

Languages & Frameworks: Python, SQL, JavaScript, HTML/CSS, PHP

Machine Learning & Data: pandas, matplotlib, seaborn, scikit-learn, TensorFlow, Keras, Power BI, Excel, Tableau

DevOps & Deployment: Git, GitHub, Jenkins, WP-CLI, GCP, AWS (CodeCommit, CodeBuild, CodeDeploy, CodePipeline)

Web & Automation Tools: WordPress, Gulp, JupyterLab, pyodbc, bash scripting

ERP & Admin Systems: PeopleSoft, Oracle ERP (conceptual knowledge)

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