

# Isaac Mayes

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## WORK EXPERIENCE

### Computers Unlimited, Billings, MT

- Programmer, Industrial Group
- Intern, Regression/Automated QA Group

May 2014 – Present  
Jan 2014 – May 2014

### Rocky Mountain College, Billings, MT

- Website Administrator, Student Publications Jan 2013 – May 2013 & Jan 2014 – May 2014
  - Adminstrated the website for the student newspaper, The Summit, through all active periods between the spring semesters of 2013 and 2014.
  - Worked with editors and writers to post news content, pictures, and articles on a regular basis; coinciding with the physical publication of the paper.
  - Maintained the website's Wordpress install, and handled feature requests for improving the user experience and website functionality.
- System Administrator, Computer Science Department Sep 2013 – May 2014
  - Handled network troubleshooting, assisted users with account and software issues, and installed new software upon request.
  - Physically maintained the computer lab set-up: routing and organizing cables, installing uninterruptible power supplies, and replacing old or faulty hardware as needed.
  - Updated software and OS X on all lab machines; including in a major version upgrade, to OS X Mavericks.
- Paid Note-Taker, Services for Academic Sucess Sep 2013 – Dec 2013
  - Required to take complete, detailed, well-written notes for use by students requiring additional academic assistance.
  - Responsible for submitting photocopies of all notes taken on a weekly deadline.
  - Notes taken for the Computer Science classes: CSC 351 (Algorithms), and CSC 352 (Programming Language Study I - Python).
- By-Appointment Tutor, Services for Academic Sucess Sep 2012 – May 2014
  - Held one-on-one appointments with students, on request, in order to best fit their schedules and tailor aid according to their individual needs.
  - Promoted the understanding of core concepts and best practices, and assisted with technical questions on syntax and semantics in programming assignments.
  - Services primarily requested by students taking freshman-level introductory courses (CSC 130/131).
- Help Desk Assistant, Academic Computing Sep 2011 – May 2013
  - Maintained campus printers and computer lab PCs; including the restoration and configuration of damaged and new machines.
  - Aided students with troubleshooting networking issues in on-campus housing: from configuring routers, to handling port issues on the buildings' network switches.
  - Provided technical support for staff and students in a timely manner through an online support ticket system, and in-person.
- Website Administrator, Computer Science Department Sep 2010 – May 2011
  - Managed the Computer Science Department's website for their annual High School Programming Competitions; including a restructure of the site layout to make it easier to explore the content.
  - Archived and organized media content, including: pictures, videos, problem sets, and results from previous competitions.
  - Updated the website's WordPress installation, plugins, and themes.

## EDUCATION

### Rocky Mountain College, Billings, MT, USA

- Bachelor of Science in Computer Science
  - Minor in Psychology

Aug 2010 – May 2014

## ADDITIONAL ACTIVITIES TECHNOLOGIES & SKILLS REFERENCES

May be provided by request.