

Miles Joyner

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EDUCATION

San Jose State University

Undergraduate Student

Major: African American Studies

San Jose, CA

August 2017 – May 2020

Coding Temple

Software Engineering Core

Chicago, IL

March 2024 – June 2024

PROFESSIONAL EXPERIENCE

SoundThinking

Incident Review Specialist

Fremont, CA

November 2023- Present

- Monitor acoustic surveillance systems to identify gunshots, equipment maintenance issues, and other system problems
- Maintain active logs relative to system performance, gunfire incidents, and other system metrics
- Provide Tier 1 customer service support by triaging and addressing customer concerns, and escalating to higher levels as necessary

Security Enforcement Alliance Global (SEA)

Executive Administrator

Vallejo, CA

July 2022 – Present

- Digitized library of physical records dating back approximately seven years
- Manage company-wide payroll by reviewing timesheets and calculating payable hours, commissions, bonuses, tax withholdings, and deductions
- Assist in the hiring process by conducting candidate interviews

First Class Signing

Certified Public Notary

Livermore, CA

June 2022 – Present

- Act as an impartial third-party witness to real estate transactions and ensure that parties follow all protocols to execute real estate transaction documents
- Conduct quality checks on loan documents to ensure all lender requirements are met
- Ensure compliance with privacy and other laws by, for example, properly disposing of personal and financial data

Ingenious Tactical Solutions

Technology Consultant

Oakland, CA

June 2020 – Present

- Access client sites for target hardening, efficiency and efficacy (codified compliance reports, threat assessments and auditing).
- Interview, audit, and contracted with third-party security vendors for security apparatuses, such as cameras and fire alarms, for public and private sector clients
- Made recommendations on security technology systems using National best practices.

Edgewater Gardens

Cannabis Cultivation Technician and Onboarding Specialist

March 2021 – December 2021

Oakland, CA

- Managed growth of medical cannabis through day-to-day maintenance including by formulating plant-specific nutrient solutions, cloning, transplanting, flushing, pruning, and watering
- Trained all new employees to teach them best practices and company policies, and to acclimate them to their new work environment

City of Oakland Public Works

Human Resources Intern

Oakland, CA

June 2018 – January 2019

- Organized payroll and worker's compensation documents in an in-office library and an electronic system
 - Managed the central employment database to account for changes in new hires, promotions, demotions, and terminations
 - Reviewed incident reports for workplace disputes, criminal activity, harassment, and failure to meet City of Oakland employment standards, and drafted recommended discipline where appropriate
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SKILLS AND LEADERSHIP EXPERIENCE

UCLA Extension Coding Boot Camp

Participant

Los Angeles, California (Remote)

Summer 2020

- Learned and utilized coding languages such as HTML, CSS, JavaScript, and SQL
- Collaborated with a team to build a full-stack web application

Saint Mary's College High School Black Empowerment Group

Founder

Berkeley, CA

December 2016 – June 2017

- Organized students to establish the school's first affinity group
- Led discussions with students and school administrators about improving diversity and inclusion on campus

INTERESTS: Technology, problem-solving, fashion, and developing vegetarian and vegan recipes.