**A close up of a sign

Description automatically generatedSamantha Rayos**

INFORMATION AND COMMUNICATION TECHNOLOGY

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| Contact | |
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| Summary |
| Currently attending NMSU pursuing my Engineering Degree in Information and Communication Technology. My anticipated graduation date is Fall 2021. |

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| Education |
| BACHELOR OF INFORMATION AND COMMUNICATION TECHNOLOGY  **New Mexico State University | Las Cruces, NM | 2020 – 2021**  BACHELOR DEGREE IN BUSINESS MARKETING  **West Texas A&M University | Canyon, TX | 2016 – 2018** |

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| Courses | |
| * Computer Networking I & II * Software Technology * Operating Systems for ICT * Introduction to Java * PC Maintenance and Repair | * Introduction to Internet Protocol * Digital Forensics and Incident Response * Windows Enterprise Administration * Information Security Technology * Linux System Administration |

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| Work Experience |
| Technical Intern – Information Systems Engineer  **Ball Aerospace | Denver, CO | May 2021 – August 2021**   * Install, maintain, and support multiple Windows/Linux-based servers on Utilizing VMware Technology. * Execute troubleshooting skills to address stability objectives both reactively and proactively. * Maintain a secure computing environment, including adherence to backup schedules, patching, virus updates, and regular security scanning and remediation. * Interface with internal customers, security, and management teams for: maintaining production systems, resolving issues with services and physical systems. * Identified and investigated new technologies to integrate into products. * Contribute as a team member to the completion of milestones within specific projects and provide solutions to a variety of technical problems.   ADMINISTRATIVE SECRETARY  **Arizona Supreme Court | Tucson, AZ | June 2019 – October 2020**   * Preparing meeting agendas and support meetings and/or training sessions. * Promptly processing and routing incoming calls and mail to personnel reaching client satisfaction. * Assisting program specialists to ensure successful facilitation of the organization's reviews. * Organizing and maintain current and correctly sequenced cases. * Provided general administrative support for department.   TESTING ASSISTANT  **Amarillo College | Amarillo, TX | October 2018 – March 2019**   * Administering and overseeing tests according to strictly prescribed guidelines and standards; checks examinee identification and rosters, distribute test materials, and monitor the conduct of examinees. * Preparing and organizing testing materials in accordance with individual testing requirements and with established testing protocol and guidelines; developing seating plans, assigning proctoring duties, and preparing the testing facility. * Providing general administrative assistance to include answering phone inquiries and provision of information and assistance to walk-in students. * Ensuring that proctors are performing adequately, and assisting with technical issues as they arise.   CORNETTE LIBRARY STUDENT AIDE  **West Texas A&M University | Canyon, TX | September 2016 – May 2018**   * Efficiently maintaining reports, forms and records while providing accurate data entry. * Assisting patrons with special orders ensuring prompt product delivery and accountable for shipping according to university requirements. * Responsible for maintaining knowledge of policies, proper organization and product replenishment. * Collaborating with workers to engage students to participate in internal activities and events. |

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| Certifications |
| * TestOut PC Pro Certification * Microsoft Office Specialist Excel 2016 |