

Toddeh Alexander

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EDUCATION

California State University, Fullerton

Bachelor of Science, Computer Science

Fullerton, CA

Expected Graduation: December 2024

Coursework: Cybersecurity Foundation, Operating System, Data Structures, Computer Architecture, Assembly Language, Database Systems, Algorithms, Compilers, Software Engineering, Data Science, Mobile Device Application Programming (iOS)

WORK EXPERIENCE

Kayne Anderson Rudnick

Information Technology Technician - Intern

Los Angeles, CA

January 2022 - August 2022

- Arranged design, assembly, and construction of a functional server room, racked **10 Cisco switches and routers** while also managing storage, network configuration, and power management
- Streamlined and **cataloged** company's technology inventory, resulting in a more efficient and organized inventory, saving **20+ hours per week** in manual tracking
- Conducting weekly inventory **audits**, documenting change of hardware in inventory to forecast future hardware limitations and prepared ahead of time
- Managed **quality control**; arranged stock audits, including a checklist for signs of damage and correct product labeling
- Delivered technical support by addressing various OS, software, and hardware-related issues encountered by **50+ employees**
- Collaborated with company IT experts to create and implement plans for resolving a wide range of issues, including desktop support, routing, switching, and firewalls

Glendale Community College

Student Ambassador

Glendale, CA

March 2021 - June 2022

- Reached **25,000 students**, creating YouTube tutorial videos teaching students how navigate online & remote environments
- Delivered comprehensive assistance to **100+** students daily by guiding enrollment in both online and in person
- Facilitated new hire program, teaching peers fundamental skills and knowledge necessary to excel in each respective role

Glendale Unified School District

Information Technology Support Staff - Volunteer

Los Angeles, CA

August 2019 - June 2020

- Collaborated alongside school district's support team, assisting **34 schools** with IT-related issues
- Develop an inventory management system helping schools keep track of over **1,000 IT assets**, such as computers, projectors, and tablets, ensuring equipment is utilized and maintained accordingly
- Mastering imaging machines with school's custom operating system while facilitating deployment of **200+** laptops

PROJECTS

Code Racer - Firebase, HTML, JavaScript, CSS

June 2022

- Programed a web game designed to improve typing speed and accuracy, encouraging learning about **7+** sorting algorithms
- Mapped out and executed a NoSQL database to optimize response times for retrieving/storing user data, and encrypted/decrypted users' personal information using AES 256-bit encryption
- Developed real-time responsive leaderboard leveraging **Firebase** allowing for 50+ concurrent users, and a **UI and UX** design
- Fostered a collaborative environment by utilizing Discord for seamless communication among **5 team members**, ensuring everyone was well-informed and engaged

On-Premises Server Room Build - Kayne Anderson Rudnick

February 2022

- Designed and implemented a comprehensive plan for construction and design schema of a **500-square-foot** server room
- Maintained **inventory** for hardware, software, and peripherals throughout project's life cycles, guaranteeing uninterrupted availability and optimal utilization reducing equipment loss by **100%**

TECHNICAL SKILLS

Languages: Python, C, C++, JavaScript, Bash, PowerShell, PHP, MySQL, HTML, CSS

Developer Tools: Object Oriented Programming, VS Code, Git, GitHub, G-Suite, Windows, MacOS, Linux, Ubuntu

Knowledge: Information Systems, Software Engineering, Debugging, Web Development, Networking, Front-end, Data Analysis

Skills: Adaptability, Problem-Solving, Leadership, Teamwork, Time management, Technical Support, Documentation