

# Rylee Jones

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## IT EXPERIENCE

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- Used virtual machines (VirtualBox) to set up an active directory lab with users and permissions.
- Have designed a theoretical network for a fictional retail company utilizing servers, virtualization, subnetting, and more to fit the needs of the company.
- Wrote a backup script in BASH that works with rsync and AWSCLI.
- Used python flask to write a backend for an online bookstore that uses OpenAI to generate movie descriptions

## EDUCATION

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**Southern New Hampshire University**

**April 2025**

*BS Computer Information Systems*

*Manchester, NH*

- 3.4 GPA | Dean's List
- Studied in New Brunswick, NJ during 2022-2023 Fall/Spring semester (Rutgers University)
- President and Founder of Penmen Chess Club 2023-2025, Economics and Finance Club 2021-2022

## WORK EXPERIENCE

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**Southern New Hampshire University**

**September 2023 – Present**

*Concierge*

*Manchester, NH*

- Responsible for the entirety of the Student Center at SNHU
  - Helped 100+ students use the resources availed to them by the University using stellar communication skills.
  - Assisted students with navigating the SNHU website and resources, and other tech problems.
- Analyzed and planned with a team on how to increase engagement within the student center.

## SKILLS

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**IT Skills:** Python, BASH, HTML, CSS, Networking, Linux Administration, Microsoft Server 2019, Git, SSH, Microsoft Office, AWS

**Soft Skills:** Communication, Leadership, Organization, Troubleshooting, Time Management