

JAMIKA M BALTROP, M.S.

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SUMMARY

Driven ability to partner with various departments to understand business objectives and identify corresponding computer science needs. Proven capability to identify training needs and provide information concerning training approaches and content. Hands-on team player who seeks to exceed beyond organization's expectations. While being willing to ensure accurate and consistent application of all organization policies and procedures in accordance with federal and state laws.

EDUCATION

M.S., Systems and Computer Science
Howard University

B.S., Computer Science
Elizabeth City State University

SKILLS/CORE COMPETENCIES

- Data Analysis
- Data Entry
- Research Development
- Software Development
- Customer Service
- Technical writing
- Webpage Development

SPECIALIZED TOOLS & TECHNOLOGIES

Software

Adobe Dreamweaver/Fireworks
Grid Analysis and Display System (GrADS)
Arc Map
Microsoft Office: Excel, PowerPoint, Word

Programming Languages

C++
Java
HTML
Tool Command Language (TCL)

Operating Systems

Windows XP
Windows 7/8
Mac OS
UNIX

WORK OF EXPERIENCE

KEEPERS

Baltimore, Maryland

Nov 2012 – May 2013

Data Processing (Temporary)

Responsible for creating, preparing, and processing individual and group members for U.S. Lacrosse memberships for up to 100 to 200 people. Utilize Personify Database software to accurately search, create, and find customer membership.

- Decreased the total time for membership processing
- Processed approximately 100-200 memberships per day

ELIZABETH CITY STATE UNIVERSITY

Elizabeth City, North Carolina

May 2012- August 2012

Graduate Assistant (Temporary)

Developed and implemented training activities for middle and high school students where they were presented with the importance of education and technology.

- *Training Coordinator:* Created, planned, and organized training seminars and presentations for age groups from middle school to high school level. The trainings were designed to enhance their skills in technology, computer software, specifically Microsoft Office tools, mobile devices, internet/email.

Booz Allen Hamilton, Inc.
Herndon, Virginia

June 2011- January 2012

Consultant

Collaborated on a graph database project with team members using the Neo4j software in which I was responsible for building the user interface, the basic add, select, edit and drop-down functions nodes in the database.

Assisted with developing a process diagram to depict Booz Allen’s agile processes and National Geospatial-Intelligence Agency (NGA) Milestone Reviews into one overarching diagram.

- Active team member in developing agile development diagram in conjunction
- The composite image that was drafted would allow for their agile development approach to be implemented during a current project while concurrently implementing NGA reviews for a more defined process and product release.

HONEYWELL TECHNOLOGY SOLUTIONS, INC.
Lanham, Maryland

July 2010- April 2011

Intern

Responsible for the collection and management of software metrics by way of close interaction with software managers.

- Tracked and analyzed the software metrics on a month-to-month basis to decrease the number of defects that were occurring in the product release.
- Successfully utilized Microsoft Office tools to derive a correlation of the software metrics into a graphical representation to note any trending such as if defects increased, decreased or stayed the same.
- Significant aspect in driving staffing decisions to make possible changes in the software development process.

ACADEMIC ACHIEVEMENTS

Louis Stokes Alliance for Minority Participation (LSAMP) Bridge to Doctorate	09/2009 – 07/2010
Goddard Space Flight Center Howard University in Atmospheric Sciences (GoHFAS)	06/2009 – 05/2010
Center of Excellence for Remote Sensing Education and Research (CERSER)	09/2005 – 05/2009

CLUBS AND AFFILIATIONS

The Board of Professional Black Females, Inc.	05/2010 – 08/2013
Computer Science Graduate Student Council – Treasure, Howard University	08/2009 – 05/2010
National Society of Leadership and Success, Sigma Alpha Pi Chapter, ECSU	04/2008
IEEE-Geoscience and Remote Sensing Society (GRSS), ECSU	Fall 2005