

John Jimenez

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EDUCATION:

Bachelor of Science in Information Technology **Minor: Business Administration** **GPA 3.8**

Expected Graduation: May 2026

Florida State University, Tallahassee, Florida

TECHNICAL SKILLS:

- **UX design software:** Figma, Miro, Uizard
- **Data Analysis & Reporting:** Advanced Excel, data cleaning, KPI tracking, dashboards, Power BI-style reporting
- **Programming languages:** HTML, JavaScript, Bash, My SQL, VBA
- **CERTIFICATIONS:** **CompTIA ITF+** Obtained: June 2021
- **IT Management Tools:** Monday Work Management tool, SharePoint, Power Automate, Power Apps, Microsoft lists

EXPERIENCE:

IT Automation and Workflow Intern

September 2025 – Present

Florida State University – Information Technology Services

- Automated a SharePoint-based Backup OnBase System Health Check list using Power Automate, replicating 40+ weekly records and dynamically updating “Check Date” and “Results” fields, eliminating manual duplication and ensuring consistent tracking for ITS system audits
- Contributing to the modernization of document and workflow management processes, including analyzing fax line request procedures and introducing Microsoft Lists and structured data collection to improve compliance and reporting.

Data Analytics & Visualization Intern

May 2025- August 2025

Miami-Dade County Government – Citizens’ Independent Transportation Trust (CITT), Miami, FL

- Redesigned and authored the Municipal Program section of the *FY 2026-30 People’s Transportation Plan (PTP) Update*, approved by the CITT Board and published on the Miami-Dade County website. Combined verified Excel data from 30+ municipalities, introduced new surtax and ridership metrics, and applied data-visualization & UX principles to make complex project data clear and accessible.
- Digitized a paper-based attendee sign-in process by creating a Microsoft Form that automatically logs participant details into Excel, eliminating manual transcription, improving accuracy, and saving several hours of administrative work per event.
- Built a contract-payment tracking system to monitor labor hours and costs across three active contracts, preventing overspending on surtax-funded projects.

IT Automation and Project Management Intern

May 2024- September 2024

Miami-Dade County Government Strategic Procurement Department, Miami, FL

- Developed VBA scripts to automate regression test status updates, saving users 20% of their time by eliminating manual updates across multiple sheets.
- Created an Excel dashboard to track regression test status, providing real-time updates, percent complete by module, and on-time performance. This dashboard was presented in weekly PMO meetings, offering valuable insights to county officials.
- Built a SharePoint-based bug reporting system for 15 procurement staff to log system issues and track resolutions. Enabled visibility so all users could view reported bugs and access common fixes in real-time. Automated submission, notifications, and status updates with Power Automate, improving issue resolution speed and reducing duplicate reports across departments.
- Created and managed 15 project boards on Monday Work Management, tracking about 100 different IT initiatives being implemented throughout the department, which improved team collaboration and enhanced productivity.

IT Privacy and Compliance Intern

September 2023 – May 2024

Office of Information Security and Privacy, Florida State University, Tallahassee, FL

- Assisted in updating University policies and developing privacy standards as per the NIST framework, impacting over 40,000 students and staff.
- Conducted comprehensive third-party vendor assessments using SOC 2 Type 2 reports to ensure compliance with industry standards in response to a state audit, covering 30 critical vendors.
- Aligning NIST cybersecurity frameworks with COSO internal control frameworks to enhance organizational security posture.