

Meredith “Edie” Westrich

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Core Competencies & Technical Skills

- **Languages & Scripting:** Python, Node.js, Java, C++, SQL, Bash, PowerShell, VBA, Git
 - **IT Infrastructure & Security:** Active Directory (User & Group Management, GPO), Windows Server, Linux/Unix Administration
 - **Cloud & Data:** Azure (Web Apps, Blob Storage), AWS (Lightsail), Tableau, Google Query API, SQL, phpMyAdmin, ArcGIS, PowerBI
 - **Web & Database:** HTML5, CSS3, JavaScript, REST APIs, Database Design & Normalization, MySQL
 - **Digital Marketing:** Meta/TikTok Creator Dashboard, Canva, Google Ads,
 - **Collaboration & Software:** Trello, Slack, Microsoft Office Suite, Google Suite, Adobe Creative Suite
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Professional Experience

Albert Dorman Honors College | Newark, NJ | August 2024 – August 2025 |
Coordinator, Technical and Special Projects

- **Data Automation & Strategy:**
 - Designed and implemented strategies using Google Forms, Sheets, and the Query API to automate the tracking of student participation and engagement.
 - Audited and processed form submissions from over 750 users, streamlining data collection and enabling greater responsiveness to student feedback.
- **Dashboarding & Analysis:**
 - Implemented a series of dynamic dashboards to display key engagement metrics, allowing data to be filtered by service category, zip code, and student demographics.
 - Served as a technical consultant on curriculum changes for First-Year Scholars, providing data-driven insights from student engagement reports.

New Jersey Institute of Technology | Newark, NJ | May 2024 – August 2025 |
Research App Developer

- **Cloud Application Development:**
 - Developed a full-stack Azure Web App with Node.js to streamline the process of uploading and editing research files located in Azure Blob storage.

- Designed and built a web-based UI with the specific needs of historical researchers in mind, ensuring ease of use for non-technical team members.
- **Secure Infrastructure Configuration:**
 - Configured and networked Azure virtual machines and resource groups, utilizing Service Connector and Private Endpoints to establish secure connections between a WebGL Unity API and the storage account.

Craft Bits & Pieces | Fairport, NY | May 2022 – August 2023 | **IT Support Volunteer**

- **Process Automation & Data Management:**
 - Developed an automated system in Excel to track daily, weekly, and monthly earnings, replacing a manual process and providing new insights for staffing needs and revenue.
 - Overhauled the volunteer hour tracking program by implementing a database model that allowed for easier navigation between staff information and shifts
 - **Customer Satisfaction**
 - Provided point-of-sale support and assisted with inventory tracking for customers and staff.
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Education

New Jersey Institute of Technology, Newark, NJ | May 2024 **Bachelor of Science in Information Technology**

- **Concentrations:** Communications, Data Analysis
- **Honors:** Albert Dorman Honors College