Dalecia Joi Peterson

Software Engineer

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# Objective

I would like to expand my horizons within the tech industry and learn as much as I can within this field while also practicing hands on. In my opinion, practice makes perfect. I am in search of different opportunities that will properly prepare me for the world of tech!

# Education

**Colorado Technical University (Fall 2025-Fall 2027) \*\*currently applying\*\***

Master of Science in Computer Science with a Concentration in Software Engineering

**Florida Agricultural and Mechanical University** (2016- 2020)

Bachelor of Science in Biology Pre-Medicine: Summer 2016- Fall 2020

Associates of Arts Received: Spring 2019

# Software Engineering Skills

* JavaScript
* CSS
* HTML
* JSON
* React.js
* JSX
* Python
* SQLite
* CLI

# Work Skills

FLAIR, CRM, Drop Termination, Check Cancellation, Supplemental Request, Power of Attorney Documents, Guardianship/ Conservatorship, Correspondence Checklist, IRS Tax Deductions, Microsoft Excel, Microsoft Word, Microsoft PowerPoint, 945 Tax Balancing, Payment History Research, Data Collection, Data Quality Reporting, Database Modifications Master School Identification Numbers.

# Certifications

**Full Stack Software Engineer Boot Camp** (October 2023- December 2024)- Flatiron School

# Projects/Portfolio

* Dog Adoption App
* Fashion Portfolio App
* Chore List CLI

# Internships

\*\*Currently Seeking\*\*

# Work Experience

**Department of Education** (March 2024- Present) Program Specialist IV

Receive and format Data Quality reports from districts that include school data. Update and rollover database Modifications, as well as school district calendar modifications. Track, monitor and update Master Identification School numbers. Conduct and lead School Approval Committee meetings on a weekly basis. Review analyze and observe Data Reports for discrepancies.

**Department of Management Services at The State of Florida** (June 2023- March 2024) Retirement Analyst

Process and verify files for the retired payroll sections. Verify Weekly and Monthly Payroll. Update and make changes to the Correspondence Checklist as needed. Update Excel Spreadsheets for Tax Adjustments, Postage Calculations and more. Process and verify Yearly COLA. Access FLAIR to verify check payment statuses. Perform customer service for visitors and phone calls. Update Procedures for the Retied Payroll Section. Create and Distribute the Monthly Calendar and Schedule for the Division of Retirement. Assist in all Retired payroll projects (SAPS, 1099R, PALM, HIS Tax Exclusions, etc.)

**Department of Management Services at The State of Florida** (February 2021- December 2021, May 2022- June 2023): Retirement Specialist II

Assist members of the Florida Retirement System as a Retirement Specialist. Help aid in a smooth transition once a retired member has passed away. Assist with getting all of the funds earned by the retiree disbursed correctly. View and investigate files to solve different problems and scenarios.

**Tallahassee Memorial Healthcare** (January 2022- April 2022): Laboratory Assistant

Assist with inputting blood samples from patients to get examined and inspected. Ensure the proper arrival and departure of blood samples for patients.

**Trulieve** (September 2020- January 2021): Indoor Agricultural Specialist

Working indoors caring for marijuana plants, aiding in the growth of the plants and the overall health of all the plants within that specific area.

**Conduent** (June 2020- September 2020)- Technical Support

Assist customers with any technical issues that they may encounter with their cellular device through inbound customer service calls.

**Bank of America** (March 2020- May 2020): Customer Service Representative

During the pandemic, our job title was a customer service representative to help assist with small business loan disbursements.

**ManPower** (February 2018- June 2018): Customer Service Representative

Assist customers verbally using proper customer service skills, process payments, handle personal information, answer proper medical insurance questions.

**OneLoanPlace.com** (October 2017- February 2018): Customer Service Representative

Assist customer verbally using proper customer service skills, handle personal information, transfer calls.

# Volunteer Work

* **Rampage Step Team** (2016- Present)  
  **FAMU Medical Scholars Program** (2016- 2020)
* **Physicians in Training** (2017- 2020)
* **SCI- FAM Peer Mentoring Club** (2019- 2020)
* **Minority Association of Premedical Students** (2019- 2020)
* **Big Sister Little Sister Mentoring Program** (2019- 2020)
* **Physics 1 Tutor** (September 2019- December 2020)
* **1st - 12th grade Tutor** (October 2019- December 2020)