

KURTIS OLSON

- Ashville, NY 14710 • 7164899254 • kurtisolson11@gmail.com • [LinkedIn](#)

Education

Bachelor of Science: Cyber Security, 05/2025

Bachelor of Science: Data Science and Artificial Intelligence, 05/2025

Mercyhurst University - Erie, PA

- 3.5 GPA
- Center for Intelligence, Research, Analysis, and Training (CIRAT) Member – System Admin (Asset Manager)

Skills

- Network Security: Experience with firewall policies and Cisco Packet Tracer software.
- Information Security: Understanding various encryption and decryption techniques.
- Programming languages: Experience with coding in both Python and R.
- Asset Management: Experience with SNIPE-IT and Incident IQ software.
- Machine Learning: Experience with SciKit-learn, Pandas, and Numpy.
- Customer Service: High level of experience communicating to customers.
- Analytical Thinking: Strong problem-solving skills applied to both security challenges and data analysis.

Work History

Information Technology Intern (*Summer 2025*)

Jamestown Public Schools – Jamestown, NY

- Audited and verified 5,000+ district iPad assets by scanning and reconciling inventory records, ensuring accuracy and preventing loss, with a 0.05% loss rate.
- Prepared and secured technology for summer storage, including boxing, labeling, and transporting devices to appropriate facilities.
- Decommissioned outdated equipment: removed three computer labs' worth of iMacs for recycling and replaced middle school MacBooks with Chromebooks, applying asset tags for district tracking.
- Installed and configured 30 Dell desktop computers in a shop lab with Ethernet connectivity, improving network stability and performance.
- Set up and deployed new iMac systems in three computer labs, ensuring readiness for the academic year.
- Rewired and organized a network server rack to improve cable management, airflow, and maintenance accessibility.
- Upgraded charging infrastructure by replacing lightning cables with USB-C chargers across eight schools, ensuring device compatibility and faster charging speeds.
- Unboxed, asset-tagged, and deployed 1,500 new iPads to classrooms and schools, enabling seamless integration into teaching workflows.

Valet/Bellstaff (Seasonal), 07/2022 to Current

Athenaeum Hotel – Chautauqua, NY

- Provided exceptional guest service by efficiently parking and retrieving vehicles while maintaining safety and security standards.
- Assisted guests with luggage and special requests, contributing to a positive and memorable hospitality experience.
- Managed key control and vehicle tracking systems to ensure accuracy and prevent misplacement.

- Offered personalized local recommendations and directions, enhancing the guest experience beyond core responsibilities.

Projects

System Administrator, *01/2025 to 05/2025*

Center for Intelligence, Research, Analysis, and Training (CIRAT) – Mercyhurst University

- Working with a team to upkeep and manage the assets and systems of CIRAT working as a team.
- Managed 100+ assets within the CIRAT.
- Documented procedures, configurations, and policies, maintaining clear records.
- Managed onboarding and offboarding of employees.