



# Ada Skillings

## Jira Administrator

Chicago, United States

[ada@skillin.gs](mailto:ada@skillin.gs)

↪ [skillin.gs](https://skillin.gs), [LinkedIn](#),  
[GitHub](#)

### Skills

Jira Service Management

Jira Software

Jira Work Management

Jira Query Language

Confluence

AWS

DNS Management

MacOS

Linux Administration

Bash Scripting

Root cause analyses

Computer Networking

### Hobbies

analog photography,  
mycology, interior design

## Profile

Highly skilled and adaptive Jira Administrator, bringing forth the ability to effectively design, create, and manage Jira Work Management, Service Management, and Service projects. Over the past 2 years I have released multiple new Jira projects, improved existing projects, and created new add-ons using the Atlassian API to help teams better manager their work.

## Employment History

### Systems Administrator, Neighborhoods.com, Chicago, IL, USA

January 2022 — Present

Design, implement, and administer Jira Service Management and Jira Software projects. Create Jira add-ons and other complimentary software. Manage a fleet of macOS devices and implement and MDM solution for those devices. Run security audits, and respond to security incidents. Manage DNS security for 1000+ domains. Manage SSL certificates for internal tools.

### Disaster Relief Volunteer, American Red Cross, Phoenix, AZ, USA

September 2015 — February 2022

### Desktop Support Technician, New York University, New York, NY, USA

September 2013 — January 2014

## Education

### Google IT Support Specialization, coursera.org

January 2022 — July 2022

### Shadow Ridge High School, Surprise, AZ, USA

August 2011 — May 2013