

# JOHN JIMENEZ

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## EDUCATION

### Florida State University

Bachelor of Science in Information Technology (B.S.)

Tallahassee, FL

Expected May 2026

- GPA: 3.84 | HITEC Scholar | FSU Innovate Intern Award Winner (2026)
- Minors: Business Administration, Data Analytics

## CERTIFICATIONS

CompTIA AI Essentials (2026), CompTIA ITF+ (2021)

## SKILLS

**Platforms:** SharePoint, Power Automate, Power Apps, OnBase, Microsoft Lists, Monday.com

**Business Analysis:** Requirements gathering, workflow design, process documentation, stakeholder management

**Data and Reporting:** Excel, Power BI, MySQL, PnP PowerShell, Microsoft Graph API, KPI Dashboards

**Programming:** Python, HTML, JavaScript, VBA

## EXPERIENCE

### Florida State University – Information Technology Services

Tallahassee, FL

Enterprise Document Management Intern

Sep 2025 - Present

- Lead requirements gathering and spec development for the Faculty Travel Grant digitization project, a PeopleSoft-integrated workflow platform (Decisions, CAS/SSO).
- Built a Python and AI forms analysis pipeline (pdfplumber, Gemini, Claude) to classify 6,000+ fields across 287 forms from 18+ departments, producing an HTML dashboard.
- Audited 8,000+ file SharePoint library using PnP PowerShell and Microsoft Graph API; developed autoflag.py to auto-classify 259 files for SMART Repository migration.
- Design Power Automate workflows automating weekly OneNote standup page creation for two recurring ITS team meetings.

### Miami-Dade County Government – Citizens Independent Transportation Trust

Miami, FL

Data Analytics and Visualization Intern

May 2025 - Aug 2025

- Authored the Municipal Program section of the FY 2026-30 People's Transportation Plan, approved by the CITT Board and published on the Miami-Dade County website.
- Synthesized data from 30+ municipalities utilizing new surtax and ridership metrics to provide executive-level insights for the CITT Board.
- Digitized attendee sign-in processes by creating a Microsoft Form that automatically logs details into Excel, eliminating manual transcription.
- Built a contract-payment tracking system to monitor labor hours and costs across three active contracts, preventing overspending on surtax-funded projects.

### Miami-Dade County Government – Strategic Procurement Department

Miami, FL

IT Automation and Project Management Intern

May 2024 - Sep 2024

- Built a SharePoint-based issue tracking system with Power Automate workflows for 15 staff, reducing duplicate reports and improving resolution visibility.
- Created an Excel PMO dashboard tracking regression test status with real-time metrics and developed VBA scripts reducing manual effort by 20%.
- Managed 15 Monday.com project boards tracking approximately 100 IT initiatives, improving team collaboration and initiative visibility.

### Office of Information Security and Privacy, Florida State University

Tallahassee, FL

IT Privacy and Compliance Intern

Sep 2023 - May 2024

- Updated university IT policies under the NIST Cybersecurity Framework impacting 40,000+ users; conducted SOC 2 Type 2 vendor assessments across 30 vendors.
- Aligned NIST cybersecurity frameworks with COSO internal control standards to strengthen organizational security posture and support compliance reporting.

## PROJECTS

### FSU Forms Intelligence Dashboard

2026

- Built a 6-step pipeline (dual-AI review via Gemini/Claude agreement-only) to extract and standardize 6,000+ fields across 287 forms, enabling data-driven standardization.
- Live Dashboard: [myweb.fsu.edu/jj22e/dashboard.html](http://myweb.fsu.edu/jj22e/dashboard.html)

### FY 26-30 People's Transportation Plan (PTP) Municipal Program

2025

- Municipal Program overview of transit service and programs funded by municipalities using surtax funds.
- Report: [miamidade.gov/citt/library/five-year-plan/2026/fy-26-30-municipal-program.pdf](http://miamidade.gov/citt/library/five-year-plan/2026/fy-26-30-municipal-program.pdf)