

Caleb M. Shepherd-Carpenter

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Professional Summary

Innovative Data Integrity Specialist with expertise in database management, IT systems development, and staff training. Successfully developed an IT asset tracking system, streamlined reporting processes, and established a more stable IT network by collaborating with remote service providers. Experienced in data visualization, grant compliance, and network troubleshooting. Currently pursuing an Associate of Arts in Computer Science to enhance technical skills and advance career opportunities.

Core Skills

- IT systems development and asset tracking
- Database management and reporting
- Data visualization and trend analysis
- Staff and volunteer training
- Network troubleshooting and optimization
- Process improvement and workflow efficiency

Work Experience

SafeNest | Las Vegas, NV

Data Integrity Specialist | Oct 2022 – Present

- Designed and implemented an IT asset tracking system using Microsoft Lists, SharePoint, and Power Apps, improving inventory accuracy and efficiency.
- Refactored incident reporting processes, enabling trend analysis and informed decision-making.
- Reduced quarterly reporting time from 140 hours to 80 hours by optimizing workflows and automating data aggregation.
- Provided training to staff and volunteers, enhancing their data management and operational skills.
- Actively learned basic network skills to support the remote IT service provider, contributing to a more stable and efficient IT network.
- Developed grant reporting systems to meet compliance requirements and improve organizational reporting efficiency.

A Bounce Above the Rest | Las Vegas, NV

Field Operations Assistant | Mar 2018 – Aug 2019

- Coordinated delivery and setup of bounce house equipment for events, ensuring smooth operations.

- Maintained company vehicles and equipment to optimize performance and longevity.
- Provided excellent customer service, ensuring client satisfaction and retention.

City of Las Vegas Aquatics | Las Vegas, NV

Pool Manager | Jun 2018 – Aug 2019

- Managed scheduling and resource allocation for a team of lifeguards and aquatic staff.
- Oversaw facility maintenance and safety compliance to ensure high operational standards.
- Conducted staff training on lifesaving techniques and operational procedures.
- Supervised aquatic programs, fostering a positive and productive team environment.

Lifeguard & Water Safety Instructor | Jun 2016 – May 2018

- Taught swim lessons and water safety courses as a certified Red Cross Instructor.
- Led water sports programs, including coaching swim teams and organizing events.
- Performed weekly lifeguarding drills to ensure readiness and adherence to safety standards.

Education

College of Southern Nevada | Las Vegas, NV

Associate of Arts in Computer Science | Spring 2024 – Current

Training Center of Southern Nevada | Las Vegas, NV

Emergency Medical Technician (EMT) Certification | May 2019

Technical Skills

- Data Management Tools: Microsoft Access, Excel, SharePoint
- Application Development: Microsoft Power Apps
- Networking: Basic network troubleshooting and optimization
- Data Visualization: Power BI, Google Data Studio
- Programming: Basic SQL, Python (in progress)

References

Available upon request.