LEELA MADHAV KESANA

923 W University Avenue | Flagstaff, AZ 86001

(872) 222-1024 | lk696@nau.edu

PROFESSIONAL SUMMARY

Dynamic and resourceful professional specializing in academic assistance, Linux-System administration, and operational efficiency. Skilled in providing technical guidance, proctoring examinations, and managing clerical tasks with precision and efficiency. Adept at troubleshooting system issues, coordinating events, and optimizing operational workflows. Demonstrates strong leadership, organizational abilities, and problem-solving skills, ensuring excellence in all assigned responsibilities. Committed to delivering high-quality support and fostering a collaborative work environment.

EDUCATION

Master of Science in Management Information Systems (Expected May 2025)

Northern Arizona University | Flagstaff, AZ

Bachelor of Technology in Computer Science Engineering (March 2023)

Guru Nanak Institutions Technical Campus | Hyderabad, India

PROFESSIONAL EXPERIENCE

Linux System Administrator:

Key Groups IT Solutions | Hyderabad, Telangana | 2023 - 2024

- Provided comprehensive technical support and system optimization for enterprise-level infrastructure.
- Configured secure server access, implemented monitoring tools, and maintained system reliability.
- Developed and documented standard operating procedures to enhance team efficiency.
- Automated routine administrative tasks using shell scripting, significantly improving workflow productivity.

Administrative Assistant:

Guru Nanak Institutions Technical Campus | Hyderabad, Telangana | 2020 - 2021

- Provided academic mentorship and supervised student internship programs.
- Assisted in the design and management of instructional materials for academic programs.
- Proctored exams, ensuring compliance with academic integrity policies.
- Managed clerical responsibilities, including report preparation, file organization, and data entry.

Office Assistant:

Guru Nanak Institutions Technical Campus | Hyderabad, Telangana | 2018 - 2019

- Assisted faculty in developing course materials and provided classroom support.
- Conducted tutoring sessions and developed academic success strategies for students.

CORE SKILLS & COMPETENCIES

- Server Management & Performance Monitoring
- Linux System Administration & Optimization
- Troubleshooting & Debugging
- Shell Scripting & Automation
- Cloud Computing (AWS, Azure)
- Microsoft Office Suite (Excel, Word, PowerPoint)
- Networking & Cybersecurity Fundamentals
- Google Workspace (Docs, Sheets, Drive)
- Jira & IT Ticketing Systems
- Version Control (Git, GitHub)

DECLARATION

I hereby declare that the above-mentioned information is correct to the best of my knowledge, and I bear responsibility for its accuracy.

Sincerely,

Leela Madhav Kesana