

# Jackson Lutton

1405 Elm Avenue, Norman OK 73072

(469)-531-2963

jacksonlutton@ou.edu

## **Education**

## **Graduation Date**

*University of Oklahoma, Norman OK*

*May 2025*

*Dodge Family College of Arts and Sciences*

*Major: Information Science and Technology*

## **Relevant Coursework**

Online Information Retrieval | Advanced Data Analytics | Evaluation of Interactive Information Systems | Advanced Undergrad Statistics | Dynamic Web Development | Database Design | Information Organization | Social Informatics | Web Design and Implementation | Essentials of IT and Informatics | Computer Based Information Systems | Project Management | Coding C

## **Experience**

*Animas Technology- Dallas, Texas*

Information Technology Consultant (Contract Position May 2025- July 2025)

- Configured and enrolled Windows PCs and iPads into Microsoft Intune for enterprise device management
- Performed asset tagging and inventory tracking, maintaining detailed records in Google Sheets
- Pushed software updates and security configurations across multiple devices
- Troubleshoot startup and reset issues using command prompt and other recovery tools
- Identified and implemented efficient solutions for device resets and provisioning issues
- Maintained accurate documentation and contributed to improving deployment workflows

*Animas Technology- Dallas, Texas*

Information Technology Consultant Intern (January 2025- May 2025)

- Worked with stakeholders to gain access to relevant data and show ability to review the data set and ensure data integrity.
- At this position I used Microsoft Excel to analyze any data sets provided and ensure presentation of data is in a way where it can be understood and communicated to stakeholders effectively.
- Reviewed different SaaS products and workflows in use by Animas Technology clients and building technical documentation for the Animas team on best practices for how to manage users within the system.
- Reviewed end user facing products and services and building end user documentation for basic tasks that are easy to understand and follow.

*Snuffer's Restaurant and Bar- Richardson, Texas*

Server (June 2021- January 2025)

- Efficiently executed customer orders in a timely and organized manner
- Managed and memorized up to 25 customers' orders and seating locations
- Utilized strong communication skills to develop relationships with customers and enhanced their dining experience.
- Maintained focus while working in a high-pressure and fast pace work environment.

**Activities**

Member of Sigma Chi Fraternity | Service work for Huntsman Cancer Foundation | The Big Event Volunteer Group |