

ROMAIN TOMLINSON

IT Systems Administration · Data Governance · Full-Stack Development

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SUMMARY

IT systems professional at the Newark Board of Education supporting PeopleSoft HR and Payroll, vendor file transfers, and user access across district systems. Works on data governance, mapping where data lives and how it moves, and turns that into clear documentation for IT leadership. Also builds full-stack web applications with React, Node.js, and PostgreSQL.

SKILLS

Systems and support: PeopleSoft HR and Payroll, Active Directory, Windows Server, Aesop, Blackboard Mass Notification, NAS administration, networking

Data and security: SFTP and Core FTP, PowerShell scripting, data governance, data inventory and classification, personal data (PII) handling, role-based access, least privilege

Development: JavaScript, React, Node.js, HTML, CSS, PostgreSQL, MongoDB, MySQL, Firebase, WordPress, API integration

Infrastructure and communication: Docker, self-hosting, backup automation, server configuration, technical writing, requirements writing, presentations, staff training

EXPERIENCE

Senior Technician, MIS

Sep 2025 – Present

Newark Board of Education, Central Office · Newark, NJ

- Support PeopleSoft HR and Payroll, Aesop, Blackboard Mass Notification, and Active Directory for district staff, including new account setup across integrated systems and staff training.
- Maintain the district's vendor file transfer inventory, documenting scheduled SFTP jobs by source system, data type, and sensitivity using read-only PowerShell audit scripts.
- Work with system owners to keep vendor data feeds current and retire connections that are no longer needed.
- Contribute to district data governance work, mapping where data is stored, how it moves between systems, and who it is shared with.
- Build presentations and reports for IT leadership on data governance topics; designed a data practices questionnaire for district teams.
- Write technical documentation and requirements for district technology projects.

Founder and Web Developer

2024 – Present

CodeWithRomi LLC · Self-employed

- Restore and optimize client WordPress sites, including database recovery, server configuration, and custom plugin development for small businesses.
- Build full-stack web applications with React, Node.js, and PostgreSQL.
- Publish web development tutorials on the CodeWithRomi YouTube channel.

In-Store Supervisor and Repair Technician

Aug 2020 – May 2024

Asurion · Union, NJ

- Supervised and trained repair technicians on device repair workflows and customer service.
- Oversaw 200+ Apple and Samsung repairs a year in full compliance with manufacturer guidelines, and kept a Net Promoter Score above 98%.

System Administrator

Sep 2016 – Jul 2018

Lacovia High School · Jamaica

- Set up and maintained staff systems, applied patches, and troubleshooted firewalls, routers, and endpoints to keep downtime low.

EDUCATION AND CERTIFICATIONS

Bachelor of Applied Science, Computer Science · Southern New Hampshire University, 2025

Cisco IT Essentials · WISE Level 2 · Level 2 Computer Repairs and Servicing Technician

PROJECTS

CWR ResumeHero (cwr-resumehero.com): AI-powered resume builder in React and Firebase. **CodeWithRomi** (codewithromi.com): web development tutorials.