

# Amy Sikora

**Student Systems & Workflow Transformation Leader | Higher Education Operations | Digital Product Builder**

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## Professional Summary

Systems-focused higher education leader known for improving complex workflows, modernizing student services, and building accessible digital solutions. Combines deep experience in registrar operations, enrollment systems, and compliance-driven environments with hands-on development of web applications and digital products. Recognized nationally for process innovation, automation, and translating complicated requirements into clear, usable solutions.

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## Digital & Systems Expertise

Workflow Automation & Process Redesign  
Student Information Systems (Banner, DegreeWorks)  
Digital Accessibility & User Experience  
Web Development & Digital Product Design  
Business Analysis & Process Mapping  
Training, Documentation & Change Management  
Data Governance & Compliance (FERPA, SEVIS, NSC, NSLDS)  
Cross-Functional Leadership & Collaboration

Web Development: HTML, CSS, JavaScript, React, Angular, Python, Django, SQL  
Systems & Workflow Tools: Banner, DegreeWorks, Laserfiche

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## Professional Experience

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### Amy Sikora's Web Dev — Albany, OR

#### Founder & Web Developer

May 2024 – Present

- Build accessible, user-centered websites and web applications that simplify workflows and improve usability.
- Deliver independent digital projects combining clear content design, accessibility standards, and search-friendly structure.

- Founded and developing **Ticket VeriGuard**, an early-stage digital platform designed to improve trust and validation in online ticket transactions; leading product concept, design, and working demos.
  - Created interactive tools including cooking and meal-planning applications emphasizing intuitive navigation and responsive design.
  - Apply systems analysis and workflow optimization expertise from higher education leadership roles to digital product development.
  - Completed Full-Stack Web Development certificate (CareerFoundry), expanding modern application development capabilities.
  - Managed concurrent caregiving responsibilities requiring advanced coordination, planning, and adaptive problem-solving.
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## **Oregon State University — Corvallis, OR**

### **Functional Systems Coordinator / Business Analyst**

- Improved operational efficiency by analyzing student systems and recommending enhancements aligned with institutional goals.
  - Developed process maps and workflow documentation that increased clarity and cross-unit collaboration.
  - Led functional testing for system upgrades, ensuring successful implementation before production release.
  - Created training materials that improved adoption and user confidence.
  - Managed system access governance supporting compliance and data security.
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## **Linn-Benton Community College — Albany, OR**

### **Registrar**

- Led registrar operations across admissions, registration, records, transcript evaluation, and graduation services.
  - Reduced transcript evaluation timelines from 6–8 weeks to 1–7 days through workflow redesign and automation, earning national recognition.
  - Managed and developed a team of 10 staff members, improving service delivery and operational consistency.
  - Implemented inclusive service redesigns improving communication clarity and student access.
  - Expanded digital workflows using Laserfiche automation, reducing manual workload.
  - Supported Guided Pathways initiatives through improved onboarding and registration processes.
  - Contributed to accreditation and institutional assessment efforts supporting continuous improvement.
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## **Assistant Director of Enrollment Progression & Technology**

- Led implementation and optimization of Banner 9, DegreeWorks, and Laserfiche systems.
- Digitized student forms, transitioning paper-heavy processes into streamlined digital workflows.
- Managed international student programs serving 300+ students while ensuring SEVIS compliance.

- Advanced DEI initiatives including preferred-name functionality across systems.
  - Trained faculty and staff on compliance, technology adoption, and culturally responsive practices.
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## **Oregon State University — Academic Advisor, Electrical Engineering & Computer Science**

- Supported student success through academic planning, graduation audits, and curriculum navigation.
  - Developed advising resources improving clarity and accessibility.
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## **Portland Community College — Financial Aid Technician II**

- Guided students through financial aid policies and eligibility requirements while ensuring regulatory compliance.
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## **Earlier Roles**

Argosy University / Phoenix — Interim Director of Student Services

Phoenix College — Registration Operations

The Ford Family Foundation — Scholarship Administration

Freelance Writer — Editorial and SEO-focused content

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## **Education**

MS Ed., Higher Education Administration — Capella University

BA, Sociology & Anthropology — Arizona State University

Full-Stack Web Development Certificate — CareerFoundry

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## **Awards & Recognition**

Laserfiche “Run Smarter” Award

National Recognition for Digital Services — Center for Digital Communication

Staff Favorite Award — Oregon State University EECS Department

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