

ASHLEY CURTIS

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EDUCATION

New Brunswick Community College, Fredericton

Graduation June 2024

IT Programmer Analyst

- Software Development (C#, .NET, Entity, Java, REST, NetBeans, Intro to Python, GitHub)
- Responsive Web Design (JavaScript, HTML, CSS, PHP)
- Database Programming (SQL, MongoDB, PostgreSQL, ADO.NET, Oracle)
- UI Design (Wireframes) • Data Retrieval & Visualization (Tableau) • QA Testing (Selenium)
- Networking (Cisco, Wireshark) • DevOps (Git, AWS, Jira, PuTTY) • Linux (Ubuntu, Bash) • Mechatronics (Arduino)

Information and Communications Technology Council (ICTC)

September 2023 – April 2024

Cybersecurity, AI, FinTech

Cybersecurity: Training from Field Effect & the National Initiative for Cybersecurity Careers and Studies (NICCS)'s NICE Framework, Windows Hardening, Firewalls, Hashes, Network Analysis, Steganography, Encoding, Suspicious & Hidden Files, Kali Linux.

AI: Machine Learning, Deep Learning, Hugging Face (NLP), Data Sets, Algorithms.

FinTech: Blockchain, Cryptocurrencies, Smart Contracts, Automated Portfolio Management.

SKILLS & CERTIFICATIONS

Project Management & Methodologies:

Entrepreneurship, Technical Writing & Research. (Gantt Charts, RACI, Kanban, Scrum, Agile, MVC, ER Diagrams).

Microsoft Certified:

AZ-900 Azure Fundamentals.

SC-900 Microsoft Security, Compliance, and Identity Fundamentals.

AI-900 AI Fundamentals.

Membership & Programs:

Global Mentorship Initiative (GMI) Mentorship Program.

Woman in Cybersecurity (WiCyS) Global Member.

CIPS Member (Canada's Association of Information Technology Professionals).

PROFESSIONAL DEVELOPMENT

Crowne Plaza & Hilton Garden Inn

September 2016 – August 2021

Chef De Partie & Pastry Chef

- Directed and coordinated 3 team members with food preparation and presentation, providing guidance and support as needed.
- Received accolades from customers and managers with an employee of the month award.
- Swiftly addressed product shortages and rectified mistakes while maintaining an unwavering commitment to expediting orders efficiently and maintaining stringent quality control standards across multiple dining settings, including a pub, fine dining restaurant, and banquet events serving over 500 guests per event.

House Of Dogs

November 2013 – February 2016

Sales and Operations Manager

- Exhibited adaptability by taking client instructions and operating seamlessly within a collaborative team framework.
- Designed and spearheaded social media management across various platforms by effectively engaging the audience and fostering brand recognition.
- Meticulously managed inventory and maintained client and stock databases to ensure operational efficiency.
- Pioneered innovative strategies to expand the customer base and tap into broader markets, consistently driving business growth.

PROJECTS

Assignment Planner for NBCC

January 2024 – Present

Developing a web-based assignment planner for students, instructors, and administrators, aligning with the community college curriculum, and adhering to the institution's security and privacy policies. The project seeks to empower students with user-friendly and efficient step-by-step instructions and time management to complete their assignments, fostering improved academic performance and enhancing the overall educational journey at NBCC.

Use of the Software Development Life Cycle including requirement analysis with the NBCC business analysts, planning (Flowchart, Jira), design (Wireframe), development (HTML, CSS, JavaScript, PHP, MySQL, Git), project management (progress reports, timesheets, technical plan documents), testing.