Abigayle C. Wright

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EDUCATION

Michigan State University, East Lansing, MI   Aug 2020 – Dec 2023
Bachelor of Arts in Information Science, Minor in Information Technology,
GPA 3.84

EXPERIENCE

Kotz Sangster Wysocki P.C., Detroit, MI
Information Technology Specialist   Mar 2024 – Present
- Monitor the migration of client files to cloud platforms while ensuring data integrity
- Document any migration-related issues or changes using Microsoft Excel and Aderant Total Office
- Examine data security infrastructure to troubleshoot and resolve software issues
- Use Cisco, Windows, and Apple systems to manage internal data structures
- Provide daily updates to management to ensure goals and deadlines are met

Office Staff Intern   Jun 2019 – Aug 2019
- Assisted with a firm-wide initiative to implement a paperless environment
- Utilized scanners, printers, and copiers to create legal templates, forms, and tags
- Evaluated job queries, reports, and data from accounting systems to report to the firm's executives

Skin Studio MI, Rochester, MI
Web Designer and Developer   Feb 2024 – Present
- Reconfigure and redesign an existing webpage for a small business
- Customize Wix features to deploy and advance digital performance
- Visualize with Figma and Adobe Photoshop to create page mock-ups

Personal Child Caretaker   Jun 2019 – Aug 2021
- Created a safe and healthy atmosphere for children
- Sustained an organized environment by being attentive and aware at all times

PROJECTS

Personal Portfolio Website   Oct 2023 - Dec 2023
- Developed a website in Visual Studio Code using HTML, CSS, & JavaScript
- Constructed workflows, pitch boards, and mockups in Figma to plan pages
- Included an interactive contact form and provided personal contact information for direct communication
- Deployed and managed site using a custom domain through Cloudflare

Social Media Management for the East Lansing Film Festival   Sep 2023 – Dec 2023
- Led a team to develop social media strategies to improve awareness and attendance of event
- Created informational and transformational posts to enhance engagement and online presence
- Updated existing aspects including LinkTree and Twitter to link to webpage

Information Technology Project Management   Feb 2023 - Apr 2023
- Coordinated and collaborated with peers to analyze data for improving a company's business
- Designed and implemented backlinking strategies to improve engagement and Search Engine Optimization (SEO)
- Used project management principles and processes to report and document exposure
- Translated results and findings into Microsoft Word and PowerPoint to share with the company

ACTIVITIES

MSU Silicon Valley Field Experience, Palo Alto, CA   May 2023

SKILLS

Figma, Adobe Photoshop, Microsoft & Google applications, and mathematics
Extended experience in digital marketing, UX/UI design, user research, project management, and data analysis