

Abigayle C. Wright

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EDUCATION

Michigan State University, East Lansing, MI
Bachelor of Arts in Information Science, Minor in Information Technology
GPA 3.84

Aug 2020 – Dec 2023

EXPERIENCE

Kotz Sangster Wysocki P.C., Detroit, MI

Information Technology Specialist (Part-time)

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 and password security infrastructure to troubleshoot and resolve software issues
- Use Cisco, Windows, and Apple systems to manage internal data structures
- Diagnose and repair laptop hardware issues to restore functionality

Office Staff Intern

Jun 2019 – Aug 2019

- Assisted with a firm-wide initiative to implement a paperless environment
- 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 (Part-time)

Feb 2024 – Present

- Reconfigure and redesign an existing webpage to improve customer experience for a small business
- Use Wix to deploy and manage the site per client's timeline
- Create Figma and Adobe Photoshop page mock-ups to provide a proof of concept for the client

Personal Child Caretaker

Jun 2019 – Aug 2021

- Created and sustained a safe and healthy atmosphere for children through attentive organization

PROJECTS

Personal Portfolio Website

Oct 2023 - Dec 2023

- Developed a website in Visual Studio Code using HTML, CSS, and JavaScript
- Constructed UX workflows, pitch boards, and UI mockups in Figma to plan for construction
- Deployed and managed the site using GitHub and 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 social media posts to enhance engagement and online presence

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
- Analyzed and presented results to company executives through Microsoft Office

ACTIVITIES

MSU Silicon Valley Field Experience, Palo Alto, CA

May 2023

- This trip was hosted by a professor at Michigan State University. This trip involved touring large-scale tech companies (e.g., Google, YouTube, Netflix, Airbnb) to learn more about user experience from experts in the field.

SKILLS

Proficient in UX/UI design, Figma, Visual Studio, Microsoft Office, Google Workspace, quantitative research, project management, social media management, & math

Experience with GitHub, Cisco hardware & software, macOS, Windows, digital marketing, & Adobe Photoshop

Familiar with network security & infrastructure, data analysis, Linux, C++, Python, & PyCharm