

# Ashleigh Forbes

Freshman at Marist College

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## EXPERIENCE

### **ARDEM Incorporated** Hillsborough, New Jersey — *Scanning Clerk*

MAY 2016 - AUGUST 2016

Preparing documents for scanning, making sure they are properly organized, and managing incoming shipments.

### **Law Office of Antoinette Clarke Forbes** Skillman, New Jersey — *Administrative Assistant*

JUNE 2015 - AUGUST 2015

Researching cases, typing notes, answering phone calls.

### **Kickside Martial Arts/ Montgomery Taekwondo** Hillsborough/ Montgomery, New Jersey — *Martial Arts Instructor*

NOVEMBER 2013 - MAY 2015

Teaching children, teens, and adults martial arts.

### **Westminster Choir College- Try It Out Camp** Princeton, New Jersey — *Teacher's Assistant*

JUNE 2014 - AUGUST 2014

Assisting in the teaching, and management of the students at the camp.

## EDUCATION

### **Marist College** — Poughkeepsie, New York

AUGUST 2016 - MAY 2020

Currently a freshman, studying Computer Science.

### **Montgomery High School** — Skillman, New Jersey

SEPTEMBER 2012 - 2016

High School Diploma.

## SKILLS

Being able to find solutions to complicated problems.

Some experience in coding.

Attention to detail.

Works well with computers.

## AWARDS

### **Girl Scout Gold Award -**

Project includes creation of the "Hearing Healing Music Space" at Montgomery High School. A club that facilitates de-stressing through the use of music.

**Citizenship Award** Awarded to students in Montgomery High School who make a positive contribution to the community

### **Winner of The Three Doctors- Positive Peer**

**Pressure Challenge Award**  
Given to those who make a positive impact on their peers within the community.

## **Girls Who Code Summer Immersion Program — Newark, New Jersey**

JULY 2015 - AUGUST 2015

A summer program where girls are taught coding, and mentored by people who are already in the technology industry.

## **DeVry University — New Brunswick, New Jersey**

JULY 2014 - AUGUST 2014

Introduction to Business and Technology (3) Credits