

Ashley Rojas

arojas1.github.io | (347) 600-3497 | ashley.rojas95@gmail.com

PROFESSIONAL EXPERIENCE

Local Contexts Web Developer – ENRICH

Remote

May 2022 – Present

- ❖ Support and extend the Local Contexts Hub by developing support for users and building and delivering resources for the Traditional Knowledge and Biocultural Labels and Notices.
- ❖ Provide technical support and training for internal and external constituents in the use of the Local Contexts Hub and coordinating technologies.
- ❖ Research and evaluate the feasibility and scope of work for deploying the Local Contexts Hub in different environments.
- ❖ Work to extend the Local Contexts Hub by adding, testing, and deploying new features as a part of a larger development and support team.
- ❖ Provide technical support to the communities and institutions and address interoperability issues with different database systems.
- ❖ Assess tech support needs as scaling increases.

Business Data and Reporting Analyst – Brooklyn College Library

New York, NY

July 2020 – May 2022

- ❖ Input, track and verify procurement requests via CUNYfirst (PeopleSoft).
- ❖ Manage procurement requests and receipt of materials via Excel.
- ❖ Work with the offices of Fiscal Business, Purchasing and A/P in processing procurement requests.
- ❖ Process and maintain appointments and reappointments of part-time staff.
- ❖ Support the Open Educational Resources (OER) Director with the management of OER courses and the associated faculty appointments and reappointments.
- ❖ Manage appointments and reappointments of the OER faculty in Excel by building formulas to automate processing and reporting.
- ❖ Work with HR and Payroll in processing appointments and reappointments for part-time staff.
- ❖ Other duties as assigned.

Financial Aid Advisor, Assistant to Higher Education Officer – Hunter College

New York, NY

August 2018 – June 2020

- ❖ Advise students on financing their education at Hunter College.
- ❖ Verify and reconcile federal student aid programs such as Federal Direct Loans and Federal Pell Grant.
- ❖ Perform Title IV verification for students selected by the Federal government to ensure the accuracy of data reported to the Department of Education.
- ❖ Notify students of missing information or documents.
- ❖ Update Student Financial Aid (SFA) records as needed to ensure timely payments.
- ❖ Conduct financial aid workshops and orientations as needed.
- ❖ Modify business process for Consortium Agreements in collaboration with other departments.
- ❖ Maintain and advise students in programs such as Macaulay Honors Program, Consortium Agreements, NYC Merit and other scholarship programs.
- ❖ Represent the department on and off campus as requested.
- ❖ Maintain and update Financial Aid website through the Content Management System (CMS).
- ❖ Develop and execute complex queries daily assigned by the Associate Director and Director of Financial Aid through CUNYfirst (PeopleSoft) for reporting purposes or data analysis.
- ❖ Implement the use of MachForm for document intake and Federal Work-Study, SAP, and Loans processes.
- ❖ Work in Microsoft Excel and Microsoft Access in combination with executed queries.
- ❖ Respond to general student inquiries through email concerning scholarships and general financial aid information.
- ❖ Train incoming employee on scholarship programs and business processes.
- ❖ Be available for evening and weekends, as required.

Ashley Rojas

arojas1.github.io | (347) 600-3497 | ashley.rojas95@gmail.com

Financial Aid College Assistant – Hunter College New York, NY

June 2016 – August 2018

- ❖ Create new website design for scholarship division.
- ❖ Maintain and update Financial Aid website through the Content Management System (CMS).
- ❖ Assist with and participate in Financial Aid campus events.
- ❖ Create forms and communications to update students on scholarship award activity.
- ❖ Assist on implementation of Next Gen Web Solutions Scholarship Manager for the scholarship department.
- ❖ Award scholarships and notify students of scholarship updates including awards and disbursements.

Financial Aid Work Study – Hunter College New York, NY

June 2016 – May 2018

Teaching Assistant – American Museum of Natural History New York, NY

January 2016 – June 2016

- ❖ Teaching Assistant for the BridgeUp: STEM – Brown Scholars Program.
- ❖ Help teach computer programming and computational science concepts to High School girls; codes including SQL and Python, and Data Visualization using programs such as GIS.
- ❖ Connect programming with exhibits at the museum in order to illustrate practical applications computer science has with scientific research.

EDUCATION

The Graduate Center, CUNY, New York, NY M.A in Digital Humanities

February 2022

Hunter College, New York, NY B.A in Classical Studies, Classical Archaeology and a minor in Computer Science

May 2018

University of New Haven, West Haven, CT Completed 32 credits in Criminal Justice and Forensic Science

August 2013 – May 2014

HONORS

The Solomon Bluhm Scholars Program at Hunter College

June 2016 – Present

Thomas Hunter Honors Program at Hunter College

September 2015 – September 2017

SKILLS

- ❖ Plone CMS
- ❖ PeopleSoft (CUNYfirst)
- ❖ SQL Server Management Studio (SSMS), Microsoft SQL Server, MySQL
- ❖ Microsoft Access, Excel, OneNote, Outlook, PowerPoint, Word, OneDrive
- ❖ Google Docs, Mail, Sheets, Calendar, Drive, Photos
- ❖ MachForm
- ❖ Moderate proficiency using GitHub
- ❖ Moderate proficiency with Arduino programming and design
- ❖ Fluent Python and SQL, Intermediate HTML, CSS, D3.js, and Javascript, Beginner C++
- ❖ Intermediate Spanish and Ancient Greek, Beginner Italian

PROJECTS

- ❖ Mapping Flood Myths Capstone (February 2022)
- ❖ Ancient Rome: Julio-Claudian Hairstyles – An OER Exhibit Guide (May 2021)
- ❖ Tableau Public Misc. Projects (September 2020)
- ❖ Resume Website (February 2020)
- ❖ Heritage Reconstructed: Virtualizations of Archaeological Sites in Peril Project Website (May 2020)
- ❖ SkyPetz LLC Website (September 2019)
- ❖ ARojas Photography Website (September 2015)