

Ashley Rojas

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PROFESSIONAL EXPERIENCE

Business Data and Reporting Analyst – Brooklyn College Library

New York, NY

July 2020 – Present

- ❖ 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.
- ❖ Assist on implementation of Next Gen Web Solutions Scholarship Manager for the scholarship department.
- ❖ Train incoming employee on scholarship programs and business processes.
- ❖ Be available for evening and weekends, as required.

College Assistant – Hunter College

New York, NY

June 2016 – August 2018

- ❖ Report to the Associate Director of Financial Aid/Scholarship.
- ❖ Create new website design for scholarship division.
- ❖ 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 purpose or data analysis.
- ❖ Work in Microsoft Excel and/or Microsoft Access in combination with executed queries.
- ❖ Respond to general student inquiries through email concerning scholarships.
- ❖ Assist with and participate in Financial Aid campus events.
- ❖ Create forms and communications to update students on scholarship award activity.
- ❖ Award scholarships and notify students of scholarship updates including awards and disbursements.

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- ❖ Knowledge of basic Federal and State Student Financial Aid regulations, programs, practices and procedures.
- ❖ Create new database to further assist scholarship division with the eligibility of students and allocation of funds.
- ❖ Assist on implementation of Next Gen Web Solutions for scholarship department.
- ❖ Other duties as assigned by Associate Director.

Work Study – Hunter College

New York, NY

June 2016 – May 2018

- ❖ Report to Assistant Director of Financial Aid.
- ❖ Work with imputing and cleaning up data within Excel for data management or reporting purposes.
- ❖ Other clerical duties as assigned by Assistant Director.

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

Expected February 2022

M.A in Digital Humanities

Hunter College, New York, NY

May 2018

B.A in Classical Studies, Classical Archaeology and a minor in Computer Science

University of New Haven, West Haven, CT

August 2013 – May 2014

Completed 32 credits in Criminal Justice and Forensic Science

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 — Open Source Content Management System
- ❖ Oracle's PeopleSoft Enterprise Campus Solutions 9.0 (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