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 inquires 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 inquires 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.

❖ 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   **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	PROJECTS
❖ Plone CMS	❖ Mapping Flood Myths Capstone (February 2022)
❖ PeopleSoft (CUNYfirst)	❖ Ancient Rome: Julio-Claudian Hairstyles – An OER Exhibit (May 2021)
❖ SQL Server Management Studio (SSMS), Microsoft SQL Server, MySQL	❖ Tableau Public Misc. Projects (September 2020)
❖ Microsoft Access, Excel, OneNote, Outlook, PowerPoint, Word, OneDrive	❖ Resume Website (February 2020)
❖ Google Docs, Mail, Sheets, Calendar, Drive, Photos	❖ Heritage Reconstructed: Virtualizations of Archaeological Sites in Peril Project Website (May 2020)
❖ MachForm	❖ SkyPetz LLC Website (September 2019)
❖ Moderate proficiency using GitHub	❖ ARojas Photography Website (September 2015)
❖ 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	