

# Ashley Rojas

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## PROFESSIONAL EXPERIENCE

### Software/Web Developer – Local Contexts

#### Remote

October 2023 – Present

- ❖ Responsibilities extended from previous title.
- ❖ Develop and manage Service Provider implementation program to integrate Local Contexts into external systems.
- ❖ Local Contexts Hub development with a focus on the Django REST Framework API and Service Provider functionality.
- ❖ Develop metadata mapping of Local Contexts Labels and Notices to various structures.
- ❖ Co-Chair Technical Implementation Working Group quarterly for interested parties.
- ❖ Manage feature requests from users, address bugs, and create and update user help and system documentation.
- ❖ Train internal and external constituents in the use of the Local Contexts Hub and coordinating technologies.
- ❖ Design, write and edit WordPress content.
- ❖ Presentations and conferences as needed.

### Local Contexts Web Developer – ENRICH

#### Remote

May 2022 – September 2023

- ❖ 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.

### 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.

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- ❖ 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.

## 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

## EDUCATION

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

**B.A in Classical Studies** – Hunter College, New York, NY

### SKILLS

- ❖ SQL Server Management Studio (SSMS), Microsoft SQL Server, MySQL
- ❖ Django & Django REST Framework API
- ❖ Microsoft and Google Suites
- ❖ Moderate proficiency using GitHub
- ❖ Figma
- ❖ Python, SQL, HTML, CSS, and Javascript
- ❖ 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)