

ASHLEIGH MOORE

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EDUCATION

Bachelor of Science

August 2021 – May 2025 (expected)

University of North Carolina at Greensboro

- Major: Information Science
- Minor: Classical Studies
- GPA: 3.98

TECHNICAL SKILLS

- Microsoft Office Products (incl. Word, Excel, PowerPoint, Access, Project)
- Python
- SQL (PostgreSQL)
- R
- Git

OTHER SKILLS

- Quick learner & easily adaptable
- Time management
- Interpersonal written & verbal communication
- Organization

RELEVANT COURSES & PROJECTS

- Completed AI/NLP Analysis of Microchip Forum Data Project with Microchip Technology Inc
- Project Management Course & accompanying group project, acted as the Project Manager for the team
- Data Literacy
- Information Storage & Retrieval
- Structured Intelligence
- Community Informatics

WORK EXPERIENCE

Barista Trainer

September 2021 – Present

Starbucks

- Entrusted with designing, planning, and executing training of new employees on company processes and policies
- Analyzing various circumstances and trends to make on the fly decisions about business needs
- Ensuring opening procedures are completed in a timely and effective manner
- Collaborating with a team of 3 – 5 people to ensure customer satisfaction with both product and experience at our location
- Making meaningful connections with customers to further the company's mission and values

Team Member

June 2020 – July 2021

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- Collaborated with a team of 2 – 3 people to prepare orders and create a positive experience for customers
- Ensured closing procedures done on time