Ashley Izundu
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EDUCATION

University of Houston, **C. T. Bauer College of Business**   **Graduation: Fall 2019**
Bachelor of Business Administration in Management Information Systems   **GPA: 3.67**

Project Management Institute
Certified Associate in Project Management (CAPM) Certified
- Completed course and test for CAPM with above target scores for all ten knowledge areas with emphasis on Agile methodology and the SDLC

EXPERIENCE

Software Implementation   **July 2019 - Present**
- Consulted with potential clients and identified concerns with current customer relationship management process
- Implemented HubSpot software for small businesses in need of low-cost CRM services
- Performed data entry, cleaned and exported data, and assigned attributes to client records
- Trained employees on using HubSpot to store client interactions and to create reports

Virtus Partners *Project Specialist Intern*   **Winter 2019**
- Collaborated with project team to develop and execute data reporting within given deadline
- Operated in Global Asset Administration team to determine classification and hierarchy of terminal loans for collateral management
- Utilized best judgement to sort large volumes of transactions and apply common identifiers to notices

Bed Bath Beyond, Houston TX *Customer Service Associate*   **2017- 2018**
- Managed customer returns/ transactions in fast paced environment
- Effectively communicated with fellow coworkers/ managers to carry out daily tasks
- Assisted customers with in-store sign ups and coupons, demonstrating how to navigate through BBB website and access requested information

ACADEMIC PROJECTS

Corporate Intranet
- Created a corporate intranet using SharePoint, consisting of a site collection and pages linked to document libraries specific to company departments while also incorporating Power BI analytics

Alexa Chatbot
- Created Alexa chatbot utilizing the serverless framework and AWS Lambda to configure the application

SQL Projects
- Series of 3 challenging SQL projects where I created queries to display requested information using Oracle SQL

Corporate Project *KickCity*
- Collaborated in a team of 5 to develop the launch strategy for a new app in the Houston area
- Oversaw the research and development plan to incorporate Bitcoin in strategy as well as lead the presentation of the proposal to KickCity management

SKILLS
- Agile Methodologies, Project Management, Risk Management, and the SDLC
- Oracle SQL Developer
- Working Knowledge of JavaScript, HTML, XML, CSS
- Proficiency in Microsoft Office products: Power BI, SharePoint, MS Project, Word, Excel, and PowerPoint
- Strong problem-solving and ability to follow instruction, and create documentation as needed
- Proficient Communication

ORGANIZATIONS- UH MISSO, Tutoria, Houston Data Visualization, Toastmasters Public Speaking