**Ashley Izundu**

Houston, Texas | (832) 302-3846 | ashleyizundu@yahoo.com

**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