**Ashley Villanueva**  
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Top Secret Clearance| Analyzing Data | Program Management | Recruitment | Government Purchasing   
Virtual Environments | Cyber Security Principles | LINUX/UNIX | Microsoft Office + Project | Quick to Learn

**Work Experience**

**Security Specialist/SharePoint Developer***Department of the Navy**August 2019 to Present*

* Managed and developed organization's SharePoint website.
* Evaluated system hardware, software, and networks to troubleshoot system and network failures.
* Risk governance professional with the ability to perform hands-on analytical risk assessment skills.
* Followed access control policies, ensuring only those with the need, eligibility, and access held permissions within the command.
* Performed functions relating to the adjudication and maintenance of U.S. Security Clearances.
* Interpreted, compiled, and presented data relating to the department's efficiency for workload forecasting.
* Prepared graphic and statistical reports for presentation to department shareholders.
* Developed Strategic Goals, Plans, and Materials for the function of the department and company.
* Managed "vended training" efforts, working with contract specialists, purchasers, and private organizations to ensure government personnel were able to receive training. This required familiarity with FAR, NM CAR, and other acquisition requirements.

**Production Recruiter/Website Project Manager***Craft and Technical Solutions, LLC**March 2018 to August 2019*

* Full cycle recruiting for skilled shipyard trades conducting pre-screening calls, interviews, on boarding, employment terminations, drug screens, and other related employment activities as needed.
* Managed the design and development process for the company’s website overhaul.
* Company's sole marketing coordinator, responsible for social media accounts, company website, text/email campaigns, and marketing newsletter.
* Entered, compiled, visualized, and presented data to stakeholders and corporate executives.
* Evaluated system hardware, software, and networks to troubleshoot system and network failures.

**Education**

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| **M.B.A. - Cyber Security** Grand Canyon University December 2021 | **B.A. Business Management** Northwest University June 2019 | **B.S. Information Technology** University of Massachusetts-Lowell December 2022 |