



# Ashley Wilkeson //

✉ ashley.wilkeson@gmail.com  
☎ +574 339 3979  
📍 32856 Cardinal Ct., New Carlisle, IN 46552

## // EDUCATION

### INDIANA UNIVERSITY BLOOMINGTON

2015-2019

Bachelor of Science, in Informatics with minors in Cyber-security and Human Centered Computing

### NEW PRAIRIE HIGH SCHOOL

2011-2015

Graduated Magna Cum Laude from New Prairie High School with an Indiana Honors Diploma

## // WORK EXPERIENCE

### CUSTOMER IT SOLUTIONS INTERN @Notre Dame

MAY 2017 - AUGUST 2017

Notre Dame Athletics:

- Lead the RFI process for athletics, collected and validated requirements, researched vendors, reviewed responses with vendor, received demo from vendor.

Dynamic Forms:

- Converted 25 forms from Dynamic Forms to Google & Qualtrics to expand OIT support of customers, met with customers to document how they were using current Dynamic Forms to convert to OnBase.
- Served as a co-project manager for projects which included updated ND portfolio management system and presenting to IT Standards & Architecture team to ensure project process was being followed properly.

### DESIGN&USER TESTING INTERN @IU Bloomington

AUG 2016 - DEC 2016

- worked with an external designer to create a design for a client website
- applied the design process and concepts of UX design to create the best experience for the user
- used Jira, Photoshop, and Sketch

### CASHIER @Meijer

MAY 2016 - JULY 2016

- solved problems quickly and asked for help when needed to keep customer satisfied
- interacted with customers and answered questions about sales and products
- learned to adapt quickly and adjust to any instruction or situation

### TEACHIT INTERN @IU Bloomington

JAN 2016 - MAY 2016

- worked with the TeachIT team and teach children K-12
- volunteered at the Lincoln Boys and Girls Club of Monroe County, working with 30 children, K-6, teaching them coding and technology
- volunteered at Girls, Inc. of Monroe County, working with a smaller group of girls teaching coding and sparking their interest in technology
- worked with Jira, created lesson plans, and attended workshops

### TECHNOLOGY ASSISTANT @New Prairie Schools

JUN 2015 - JULY 2015

- organized and reset corporation 1:1 iPads (1,000+)
- wired charging carts, filed paperwork, wrote damage reports
- generated Excel spreadsheets with data for individual iPad status.

## // SKILLS

PYTHON

DREAMWEAVER

HTML & CSS

PHOTOSHOP

MICROSOFT  
OFFICE

## // CAPABILITIES



## // ORGANIZATIONS

- The National Society of Collegiate Scholars
- Kappa Kappa Psi
- Phi Eta Sigma

## // INTERESTS

VOLUNTEERISM | PHOTOGRAPHY | DESIGN  
TRAVEL | MUSIC | SECURITY