

# ARSHIA WILL

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## PROFESSIONAL EXPERIENCE

### **PROJECT MANAGER, Rise Up 4 CS**

*Ann Arbor, Michigan- February 2020*

- Manage communication and information for a research project that supports marginalized high school students taking the AP Computer Science Exam in Michigan and at sister sites around the country.
- Managed data collected by the research team.
- Scheduled meetings between research project leader and sister sites.
- Verified each site's compliance with the Institutional Review Board.
- Managed in person help sessions where high school enrollees met with undergraduate tutors.

### **DATA AND REPORTING ANALYST, Acro Service Corporation**

*Livonia, Michigan- January 2018-September 2019*

- Updated and maintained a comprehensive database of over 4000 current and past contract employee placements.
- Performed regular audits to assure accurate information and uniformity across systems.
- Coordinated with onboarding specialists and recruiters to ensure new hires were properly processed in a timely manner.
- Reviewed new hire data to ensure requirements were met.
- Developed and managed a reporting process to assist upper management.
- Regularly produced Ad Hoc reports for all areas of the company.
- Performed analysis to advise on high level decisions (Including the cost saving benefit of transitioning pay card systems and the impacts terminating contracts with major clients.)

### **BATCH MANAGEMENT ANALYST, Ford Motor Credit Company**

*Dearborn, Michigan- January 2015 – December 2017*

- Created and administered yearly access audits of internal applications and datasets for multiple teams in Ford Credit.
- Coordinated with supervisors and application owners to gather relevant information in a timely manner.
- Scheduled meetings with clients to discuss the auditing process and review the audit results.
- Managed monthly performance reports for the Batch team.
- Produce procedural documents for the Batch and Build teams.
- Built SharePoint sites for multiple teams in Ford Credit IT.

### **ADMINISTRATIVE ASSISTANT, Festival Playhouse of Kalamazoo College**

*Kalamazoo, Michigan-August 2013 – June 2014*

- Provided administrative support for the office manager and the Theatre department faculty.
- Performed daily administrative duties while being responsible for long term projects.
- Typed documents such as correspondence, drafts, memos, and department emails.
- Recorded, transcribed and distributed minutes for weekly production meetings.

- Performed daily administrative duties while being responsible for long term projects.
- Created and maintained a digital database of Alumni information.
- Processed phone and email presale ticket orders tickets for performance runs.

## OTHER PROJECTS

### **CONSULTANT, English Language and Literature Department at University of Michigan College of Literature, Science, and the Arts**

*Ann Arbor, Michigan-September 2019 – January 2020*

- Worked with the English Language and Literature Department on possible software and workflow management solutions to improve their course scheduling process.

### **AT WILL BLOG,**

*Michigan-August 2018*

- Run an Instagram page and WordPress site focusing on skincare, beauty, and lifestyle
- Work with relevant brands on ad campaigns and sponsored content.

## EDUCATION

### **University of Michigan School of Information**

*Master of Science in Information, Present*

- Focus on Data Science and Analytics

### **Kalamazoo College, Kalamazoo, MI**

*Bachelor of Arts in Theatre, June 2014*

- Cum Laude (GPA: 3.6/4.0)
- Studied: Arts Administration, Theatre Production, Directing, Stage Management, Writing

## ADDITIONAL SKILLS

- |   |                                       |                                    |
|---|---------------------------------------|------------------------------------|
| • Microsoft Office and G Suite                      | • Problem-solving and troubleshooting | • CSS                              |
| • SharePoint and advanced Microsoft Excel functions | • Quantitative methods                | • Web APIs                         |
| • Python  | • Project management                  | • Django applications              |
| • Database Management                               | • Time management                     | • Javascript                       |
|   | • Communication and public speaking   | • Clear writing and report writing |
|   | • HTML                                | • Critical thinking                |