

Ingrid Houlberg
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EDUCATION

C.T. Bauer College of Business, University of Houston, Houston, Texas
Bachelor of Business Administration in Management Information Systems, December 2019
Cumulative GPA 3.226

ACADEMIC PROJECTS

Study Abroad

Spring 2018

- Attended international business courses in Verona, Italy
- Completed Italian Language course

Geico Sponsorship

Spring 2017

- Explore different marketing strategies aimed toward millennials in the insurance field.
- Work as a medium for problem solving as well as any group conflict
- Flexible team member with the ability to cover over anyone's role

EXPERIENCE

Wunderman Data

Data Analyst Intern at Wunderman Data, Houston, Texas September 2018-December 2018

- Analyze and manipulate data per client's request in Mainframe
- Manage large quantity files and submit reports for companies weekly
- Communicate client's account unlocks and password resets to appropriate IT departments, and resolve account issues for client

Desk Assistant

Housing Office at University of Houston, Houston, Texas August 2016-May 2017

- Help train new employer on residential systems, extensive information on all seven residency halls, and customer service reports.
- Convert office from primarily paper files to paperless, seamlessly.
- Respond and resolve all email, phone, and in person customer service inquiries, application cancellations, applications, questions, and conflicts.
- Maintain up to date on all campus activities and details.
- Organize, approve, and hang all advertisement and event flyers and publications.
- Work with programs RMS, Mercury, and Microsoft Office to help current residents and prospective residents with applications or information of their housing finances.

SKILLS

Fluent in Spanish.

Microsoft Excel, Access, Word, PowerPoint efficient.

RELEVANT COURSEWORK

JAVA- Fall 2018

Transaction Processing – Spring 2019

- HTML/HTML5
- Javascript
- CSS

Transaction Processing 2 – Fall 2019

- ASP
- VB.net
- C#
- PHP
- AJAX