



Ashly Mayle
Manassas, VA 20109

Summary Statement	Fast-learning and problem-solving Project Manager making a career change to Web Designer.
Summary of Qualifications	Computer-literate professional with training in full-stack development. Connects dots to solve problems and improve processes. Works well with teammates and clients and communicates technical information clearly.
Relevant Skills	<p>System Requirements and Testing</p> <ul style="list-style-type: none">• Gathered and tracked system requirements to ensure consistency between system documentation and development.• Planned and executed system internal testing, bug testing, change request testing, and User Acceptance Testing.• Developed, executed, and analyzed Website Usability testing. <p>Technical Trainer</p> <ul style="list-style-type: none">• Executed system training for clients.• Developed PowerPoint presentations, Job Aids, Enclosures, and Standard Operating Procedures for system users, utilizing Microsoft Office, to include Visio. <p>Technical Languages</p> <ul style="list-style-type: none">• Full-Stack Coding Bootcamp by George Washington University focusing on HTML, CSS, Bootstrap, JavaScript, jQuery, JNode, SQL, AJAX and JSON.• SQL, MS Access, MS Server SQL, and Oracle Express training by Bellevue University.• Updated website content for government client program websites using Drupal. <p>Problem-Solving</p> <ul style="list-style-type: none">• Developed processes and procedures to communicate and gather data.• Performed data analysis and testing to identify problems/solutions.• Developed program system using MS Access Web Apps and SharePoint Online to better organize and track proposals and grantees. <p>Project Management</p> <ul style="list-style-type: none">• Utilized JIRA, MS Teams, SharePoint, MS Project, and Outlook to manage project deliverables.
Work History	<p>PROJECT MANAGER 08/2019 – 10/2020 Universal Consulting Services Fairfax, VA</p> <p>LEAD DATA ANALYST 03/2019 – 08/2019 Universal Consulting Services Fairfax, VA</p> <p>SENIOR PROGRAM ANALYST 03/2018 – 12/2018 Universal Consulting Services Fairfax, VA</p> <p>PROJECT COORDINATOR 03/2017 – 03/2018 Chenega Professional and Technical Services Chantilly, VA</p> <p>OUTREACH COORDINATOR 10/2015 – 03/2017 Chenega Time Solutions Chantilly, VA</p>
Education	<p>M.S. Computer Information Systems 08/2018 Bellevue University Bellevue, NE</p> <p>B.A. Communication – Public Relations 5/2014 George Mason University Fairfax, VA</p>