



**Ashly Mayle**  
**Manassas, VA 20109**

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