Ashly Mayle

Manassas, VA 20109 | <u>Email</u> | 555-555-5555

Summary Statement	Fast-learning and problem-solving Project Manager making a career change to Web Designer.
Summary of Qualifications	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.
Relevant Skills **Systems/Software** MS Office/Teams, JIRA, Agile Scrum, MS Office/Teams, SharePoint, WordPress, Drupal, Adobe CC, MS Access, MS Project, MS Visio, Petri Nets (CPN Tools), MagicDraw, Sublime, Git Bash, Visual Studios	**System Requirements and Testing** • 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. **Technical Trainer** • Executed system training for clients. • Developed PowerPoint presentations, Job Aids, Enclosures, and Standard Operating Procedures for system users, utilizing Microsoft Office, to include Visio. **Technical Languages** • 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. **Problem-Solving** • 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. **Project Management** • Utilized JIRA, MS Teams, SharePoint, MS Project, and Outlook to manage project deliverables.
Work History **Links** <u>LinkedIn</u> <u>GitHub</u> <u>Portfolio</u>	**PROJECT MANAGER** 08/2019 – 10/2020 **Universal Consulting Services** Fairfax, VA **LEAD DATA ANALYST** 03/2019 – 08/2019 **Universal Consulting Services** Fairfax, VA **SENIOR PROGRAM ANALYST** 03/2018 – 12/2018 **Universal Consulting Services** Fairfax, VA **PROJECT COORDINATOR** 03/2017 – 03/2018 **Chenega Professional and Technical Services** Chantilly, VA **OUTREACH COORDINATOR** 10/2015 – 03/2017 **Chenega Time Solutions** Chantilly, VA
Education	M.S. Computer Information Systems **08/2018** **Bellevue University** Bellevue, NE B.A. Communication – Public Relations **05/2014** **George Mason University** Fairfax, VA