

School Address
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EDUCATION

Rensselaer Polytechnic Institute Troy, NY

Aug 2014 – Expected May 2018

- Dual B.S. degree in Information Technology Web Science (ITWS) and Business Management
- Concentrations: Management Information Systems and Marketing Business Analytics
- Current GPA: 3.71 | Dean's Honors List Fall 2014, Spring 2015, Fall 2015, Spring 2016

WORK EXPERIENCE

Johnson & Johnson Raritan, NJ (*IT Business Analyst Intern*)

Jun 2016 – Aug 2016

- Built from scratch department-wide website on Sharepoint accessed by over 4,500 employees with overhauled document library, refocused informational pages and visualized optimization tools.
- Elicited business requirements from team members to create over 170 user requirement specifications.
- Implemented a streamlined system for contacting the team, which reduced manual engagements by 65%.
- Coordinated Women's Leadership Event, which involved managing \$1,000 budget and 32 intern attendees.

K12 Inc. Herndon, VA (*Systems Risk and Compliance Intern*)

Jun 2015 – Aug 2015

- Constructed department website on Sharepoint accessed by over 2,000 employees, which included restricted pages and revamped document library.
- Enforced IT governance on deployment changes, new access and terminations on over 5,000 users.
- Compiled cross identity matrix to include all employees, including 100,000+ teachers, across 7 platforms.

Rensselaer Admissions Troy, NY (*Student Ambassador*)

Aug 2016 – Present

- Lead prospective students on tours and assist potential and incoming students with any questions.

Sacred Heart School Troy, NY (*Website Administrator*)

Apr 2015 – Present

- Revamped website for responsive design. Update weekly with school news and student photo slideshow.

RPIrooms.com Troy, NY (*Website Administrator*)

Mar 2014 – Present

- Created responsive design website with over 464,000 views. Update website daily, post pictures for student body, and answer questions.

LEADERSHIP EXPERIENCE

RPI Greek Life

- Panhellenic Council Assistant Vice President of Recruitment Nov 2015 – Present
- Alpha Phi Fraternity, Theta Tau Chapter Director of Advertising and Social Media Nov 2014 – Dec 2015

Rensselaer Polytechnic Institute

- Habitat for Humanity RPI Chapter Vice President of Builds Apr 2016 – Present
- Epsilon Delta Sigma Management Honor Society Secretary & Webmaster May 2015 – Present
- ITWS Leadership Board Faculty Student Class of 2018 Liaison & Vice President Sep 2014 – Present

TECHNICAL SKILLS

Languages: HTML, CSS, Angular, Node.JS, JavaScript, Python, Java, MySQL, PHP, JSON, AJAX, C++

Applications: Sharepoint, Wordpress, Adobe InDesign, Adobe Photoshop, Adobe Illustrator, Adobe Dreamweaver, Microsoft Office, GitHub, Sharepoint Designer, Jira, Apache, Drupal, GoDaddy.com

Other: Microsoft Windows Operating Systems, Apple Operating System (OSX), Network and Systems Administration

CERTIFICATIONS

Adobe Certified Associate: Visual Communication using Photoshop CS5, Print & Digital Media Publication using InDesign CS5 & Web Communication using Dreamweaver CS5	Feb 2014 - May 2014
Microsoft Technology Associate: Operating System Fundamentals, Security Fundamentals & Networking Fundamentals	Feb 2013 - Apr 2013
Certiport: Internet and Computing Core Certification (IC3) Global Standard 3	Jan 2013

AWARDS

Gamma Nu Eta Information Technology Honor Society – 1 of 3 sophomores, 18 overall accepted	Mar 2016
Who's Who Among Students in American Universities and Colleges Award	Feb 2016
Beta Gamma Sigma Business Honor Society – 1 of 4 sophomores, 13 overall accepted	Feb 2016
White Key Honor Society – 1 of 2 freshman, 14 overall accepted	Feb 2015
Women in Technology Scholarship – 1 of 4 in Greater Washington DC Area	Sep 2013
Girl Scout Gold Award – Holocaust Record to Promote Genocide Awareness	May 2013
National Center for Women and IT Computing Award – 1 of 14 in VA/DC Region	Mar 2013