

OBJECTIVE

To obtain a challenging position where my creativity, problem-solving skills, and experience can be utilized to enhance user experiences and drive business objectives.

CONTACT

- wendywebb94@gmail.com
- (334) 275-7512

EDUCATION

Point University
2012-2016 Education
2023-2025 Information Technology
Network Administration

SKILLS

- Project management
- Training New Hires including building training manuals & videos with step-by-step detail
- Problem Solving
- Leadership – Assistant Director of a team in higher education setting

Wendy Lane

HIGHER EDUCATION/IT NETWORK ADMIN

I am passionate about problem solving, helping others to learn and grow, and finding the most efficient and helpful path to drive business objectives.

EXPERIENCE

Student Account Representative
Point University
2016-2023

Worked with on campus and online students as well as collaborated with other departments to keep AR accounts in check, track payments, installment plans, and overall health of the financial side of the house managed.

Assistant Director Student Accounts
Point University
2023-2025

Moved to help lead our team to continue efforts in AR accounts and the overall health of the financial side of the house, while also being over our staff training, staff weekly meetings, and assigning tasks. Began building training manuals both video and writing instructions, testing new ways for processes to run more efficiently and pushing our team to grow and be the best we can.

Leadership Team in System Transition
Point University
2024-2025

Helped lead a team to swap information systems in the higher ed setting, where we built the system from the ground up with processes, configurations, and allowed it be ready for our team to utilize. Once live, we trained all staff and implemented all new processes, learning manuals, and problem solving over this year until we were prepared to utilize the system to it's highest potential.