

SOFTWARE & SKILLS

- **Security:** NetBarrier, VirusBarrier
 - **Networking:** Wireshark, CISCO router configuration
 - **Certifications:** Google AdWords, Google Analytics
 - **Miscellaneous:** Mac OSX, Windows, Wordpress, Microsoft Office, Graffle, TerminalFour, SEO
 - **Languages:** CSS, HTML, Python 3
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PROFESSIONAL EXPERIENCE

Longwood University Web Content Management Department *Content Management Intern*

Farmville, VA
Aug 2018 - Present

- Conducting audits to ensure content and user experience is best practice compliant, including SEO, naming conventions, brand guidelines, tagging, and testing for quality assurance.
- Supporting 125 university departments in the creation, migration, and deployment of content from staging to production.
- Assisting with daily maintenance of Longwood.edu, tracking incoming web production requests, and guiding requests through execution.

Web Development Technology Partners, Inc. *Web Development Intern*

Williamsburg, VA
Jun 2012 - Present

- Analyzing data from 30+ clients using Excel, Word, Photoshop, Graffle, and Wordpress.
- Interpreted and translated data from clients' specifications to produce conceptual drafts.
- Building 30+ professional websites to exceed client standards within deadlines using CSS & HTML languages with integrated Wordpress shortcodes.

The Campus Shop *Sales Associate*

Williamsburg, VA
Jun 2016 - Dec 2017

- Handled \$2000+ in cash/credit card receipts daily and was designated to manage store security alone.
 - Guided 10 new employees through store and customer service procedures.
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COLLEGIATE LEADERSHIP

College of Business & Economics Dean's Student Advisory Board | *Board Member; Chair, Secretary*

May 2018 - Present

- Providing continuous professional services for the College of Business and Economics by offering resume help, hosting sponsored events, and acting as a liaison between faculty administration and the student body.
- Collaborating with 11 board members to host events and meet deadlines.

Delta Sigma Pi Business Fraternity, Longwood University | *Member; Chapter Room Liaison*

Feb 2018 - May 2018

- Coordinated the efforts of 100+ alumni and collaborated with the Dean of the College of Business & Economics to successfully secure a permanent on-campus location for the Fraternity.
- Promoted professionalism throughout the business college by hosting 10 guest speakers and 13 networking sessions.
- Advocated for teamwork, compromise, and problem-solving through the delegation and nomination of 20 executive members.

Cormier Honors College for Citizen Scholars | *Member*

Aug 2016 - Present

- Accepting greater responsibility as a student by maintaining a high-level GPA, collecting an electronic academic portfolio, and taking classes with additional research requirements.
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EDUCATION

Longwood University, College of Business & Economics *B.S.B.A., Information Systems and Cyber Security Concentration*

Farmville, VA
Graduation May 2020

- GPA: 3.85, Dean's List, President's List
- Minor: Homeland Security