ASHLEY N. GORDON

PROFILE

Motivated and hard-working professional with degrees in Business Administration and Cyber Security and experience in interpersonal communications, project management, data collection, data analysis, business contingency planning, and vulnerability management.

CONTACT

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678-621-3637

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ashleygordon4808@gmail.com

EDUCATION

Kennesaw State University, Kennesaw, GA
M.S. in Cybersecurity, 2021

Maintained a 4.0 GPA while completing coursework in data communications and networking, ethical hacking, information security administration, Kali Linux, software acquisition, and project management

University of West Georgia
B.B.A. in Management Information Systems, 2017

Completed coursework in accounting, business communication, marketing, management, corporate finance, networking, web design, and cyber security,

WORK EXPERIENCE

Greenway Health, Support Specialist
06/2017 – 10/2021

Coordindated with customers to assist in obtaining quarterly goals; Researched historical performance and outcomes to provide recommendations and operational changes for improving workflow efficiency; Worked with ICD-10, HCPCS, CPT Coding, HCFA 1500, and UB-04 forms; Created reports and analysis for outstanding items each month; Led the Greenway Intergy Bootcamp Mentor Program for new employees.

Southwire, Product Data Specialist Intern
11/2016 – 06/2017

Assisted specification engineers to ensure accurate production and sales; Wrote specification maintenance documentation in CableBuilder, SAP, and AS400 systems.

SKILLS

Personal Skills
- Team Player
- Customer Service
- Time Management
- Networking
- Communications

Technical Skills
- Microsoft Office
- Linux
- Java, JavaScript
- UI/UX
- Google Suite
- Photoshop
- SQL, HTML, CSS
- Terminal