



# Ashley Orlando

## Professional Summary

A Psychology major with a minor in English with a strengthened ability to communicate in a variety of different contexts. Possesses the ability to research thoroughly, has a strong work ethic, ability to problem solve, sees both the big picture while remaining detail-oriented, able to write in a variety of contexts, with strong communication skills.

Skilled Quality Control Inspector focused on performing appropriate and useful analysis of products and component materials in order to drive quality improvements in manufacturing environments.

## Work History

### Generations Beyond - Quality Assurance Representative

04/2017 - Current

- Collects information from Project Manager for client to compare it with task submitted by Production Team (Designers, Programmers, Copywriter) using a hand-made procedure comparing each step of the process to look for discrepancies
- Keeps open line of communication for each step of a project between all members of the team
- Checks grammar for outgoing deals with clients, verifying price is correctly reflected in work done
- Ensures Proposals properly showcase work being done at the correct price by conversing with Production team
- Work alongside Production Manager to make sure Proposals aren't undervaluing work
- Organizes preexisting copy provided by Client into approved sitemap while also checking it grammatically
- Takes part in creative meetings helping to come up with marketing strategies

### Generations Beyond - Video Editor

11/2021 - Current

- Create a 15 and 30 second commercial for an education company
- Edit given footage while omitting pauses, mistakes, and adding in background music, if applicable
- Creating an overall style for Youtube videos to help with branding
- Uses stock footage in conjunction with overdub to create engaging

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## Skills

- Proficient in Microsoft Word and Microsoft PowerPoint ; Microsoft Excel and Adobe Premiere experience, basic HTML, Photoshop, Premiere, IMovie, Wordpress, Elementor, Ortery 3D Photobench 260, Buffer, Adobe Creative Suite
- Experience working in team of Designers, Programmers, Project Managers
- Corrective Action Recommendations
- Total Quality Management and Inspection Procedures while maintaining Quality Assurance Standards

## Education

2015

**John Jay College of Criminal Justice (CUNY)**

New York, NY

Bachelor of Arts: Psychology, Forensic

Youtube content

### **Generations Beyond - Social Media Specialist**

*08/2019 - Current*

- Creates interesting content to post on varying clients' social media accounts promoting their business services
- Develops followings and engagements on social platforms including Facebook, Twitter, Instagram, and LinkedIn; with familiarity with Comparably, Indeed, and Glassdoor
- Uses Buffer to schedule and post campaigns

### **Dollar Tree - Cashier / Manager**

*04/2014 - 04/2017*

- Handle and distribute money, sort and re-shelf items, organize shelving units, answer phone calls, clean respective areas, assistance in closing and opening the store, assist non-profit organizations with donations of revenue from customers, customer service.

### **John Jay College Of Criminal Justice, CUNY - Lab Manager**

- Ran Professor Stone's Memory Lab
- Data entry of various projects into Excel and editing a trial for proficiency and time compression
- Managed group of students on varying projects simultaneously to ensure that all projects continue on smoothly and without error
- Collective Mnemic Neglect Research – data entry (Spring 2014), SSRIF: Eyewitness- study administration (Spring 2015) Mass Induced Forgetting: Mnemic Consequence of Group (Spring 2015), Attending to a Political Speech- data entry (Fall 2014), Social Memory Inflation- data entry (Fall 2014-Spring 2015), Jury Decision Making- video editing (Spring 2015)

### **BCNY International - Data Analyst**

*03/2016 - Current*

- Mathematically converted and adjusted measurements in Excel
- Took photos of shoes in a suspended state using Ortery 3D Photobench 260 for marketing advertisement

### **Watson Productions - Entry Researcher**

*02/2016 - Current*

- Tracked data down for an exhibit display trade show company providing a list of basic information about to-be clients and seeking out the proper contact to solicit sales utilizing Excel

### **John Jay College Of Criminal Justice, CUNY - Teacher Assistant**

*08/2015 - 08/2016*

- Served as teaching assistant under Dr
- Alan Schramm for Seminar in Criminal Behavior, proctoring and grading exams
- Helped the students with any questions they had about their final paper

