

Anson Allseitz

Enterprise Solutions Specialist

Dedicated professional skilled in project management and committed to delivering excellent customer service.

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WORK EXPERIENCE

Acting Data Technician

South Bend Community School Corporation

08/2023 - Present

South Bend Indiana

Substitute Teacher Since March 2021

Achievements/Tasks

- Utilized PowerSchool, a SQL-based database, to enhance data utilization and accuracy, ensuring compliance with state regulations
- Collaborated effectively with office staff to optimize data management processes
- Maintained data confidentiality by adhering to strict data handling protocols and ensuring the integrity of student records
- Authored comprehensive technical documentation and reports that were praised by colleagues for their clarity and conciseness
- Frequently took on the responsibilities of a full-time teacher, involving planning/grading, ensuring students are educated in the teacher's absence

Computer Consultant

University of Notre Dame

07/2023 - Present

Notre Dame Indiana

Achievements/Tasks

- Leveraged Tableau and ServiceNow to effectively resolve a wide range of technical issues, ensuring seamless operations across campus
- Revised: Proactively maintained campus audio-visual technology by conducting systematic testing and identifying potential issues before they disrupt classes
- Efficiently managed computer imaging processes to ensure consistent and up-to-date systems for all campus users

IT-Project Manager/Administrative Temp

Saint Mary's College

09/2022 - 05/2023

Notre Dame Indiana

Achievements/Tasks

- Managed implementation of a SQL based Digital Asset Management system for Marketing
- Completed the entire project lifecycle, research, requirements, vendor sourcing, implementation and configuration
- Developed Custom Tagging Schema based off of internal documentation
- Ingested over 30,000 digital assets into new system
- Assisted in advancement in mailings and data entry

Accounting Specialist

Lane Powell PC

06/2017 - 12/2019

Seattle WA

Achievements/Tasks

- Performed financial transactions and tracked expenses for attorneys
- Analyzed and created financial reports from SQL database queries
- Assisted in firm-wide IT project for expense reporting
- Streamlined attorney bar dues renewal process
- Ensured adherence to company policy and ethical regulations

SKILLS

IT Infrastructure and Management

Product Lifecycle Management

Database Technology

Office Applications MS/Google

Python/JavaScript

SharePoint, Power BI

LANGUAGES

English

Native or Bilingual Proficiency

Spanish

Full Professional Proficiency

CERTIFICATES

Indiana Substitute Teaching License
(01/2021 - Present)

Allows me to work in public school classrooms

CompTIA A+ (12/2022 - Present)

EDUCATION

Bachelors of Science, Economics

University of North Texas

08/2008 - 12/2014

Denton Texas

Associates of Applied Science, Software Development

Ivy Tech

10/2020 - 12/2022

Fort Wayne Indiana

PERSONAL PROJECTS

Social Media Volunteer, New Hope Pet Rescue
(12/2021 - 05/2022)

- Helped a local shelter with their Social Media presence