

# Amy Abigail Monroy

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## EDUCATION

**University of Maryland, College Park, MD**

Bachelor of Science in Information Systems

May 2026

GPA: 3.34

**IE University, Madrid, Spain**

Study Abroad Exchange Semester Program

January 2025 - May 2025

## TECHNICAL PROJECTS

**Administrative Management System,** *UMD Club Ice Hockey (BMGT407 Capstone)* [\[Github Link\]](#) January 2026 - May 2026

- Collaborated within a 5-person team to design and develop an end-to-end web application using Python, Flask, MySQL, and Bootstrap for a Division II collegiate sports organization managing approximately \$110K in annual operations
- Contributed to full-stack development across the system, translating organizational requirements into database structures and workflows supporting scheduling, roster, equipment, financial, alumni, donation, vendor, and public-facing functionality
- Designed and implemented components of a 10+ table relational MySQL database and role-based login and access controls, supporting customized dashboards and workflows for administrators, coaches, players, vendors, and public users
- Led development of the Alumni & Donations module and public-facing platform, integrating alumni records, donation management, an automated newsletter workflow, and a custom chatbot API into the broader system

## WORK EXPERIENCE

**Administration Associate,** *La Familia Bakery Inc,* Beltsville, MD

July 2025 - Present

- Partner with owners and project managers to support daily business operations, coordinate cross-functional initiatives, and resolve operational challenges
- Analyze sales, inventory, and workforce data to identify purchasing trends and optimize inventory management for 50+ bakery products
- Utilize QuickBooks to generate and analyze monthly Balance Sheets and Profit & Loss statements, providing financial insights to support business decisions
- Manage payroll and employee administrative processes for a 15-person workforce, ensuring accurate compensation and compliance with required documentation
- Coordinate business licensing renewals, regulatory filings, and documentation supporting operational compliance and new bakery expansion initiatives
- Organize invoices, maintain business records, and serve as the primary point of contact for employee forms, administrative requests, and internal communications

**Facilities Supervisor,** *Eppley Recreation Center,* College Park, MD

August 2024 - August 2026

- Supervised 7-8 direct reports and 10+ indirect staff, managing daily operations for a recreational facility serving 5,000+ members daily
- Served as the first point of contact for any issues or incidents within the gym, ensuring prompt and effective solutions
- Managed daily gym operations to ensure all equipment and facilities remain functional and well-maintained
- Collaborated with 5+ department leaders to streamline operational processes, contributing to initiatives that improved member satisfaction and facility efficiency

## LEADERSHIP & ACTIVITIES

**Adobe,** *Adobe Student Ambassador*

February 2024 - June 2026

- Developed and executed a campus-wide marketing strategy that surpassed goals by generating 250+ student leads and securing partnerships with 20+ student clubs and 5 university professors
- Planned and executed 4+ Adobe workshops teaching students how to best utilize Adobe applications
- Promoted Adobe by creating content and marketing through personal social media channels, driving awareness and leading to increased activations of free Adobe Creative Cloud at UMD

## SKILLS

- Technological Skills: HTML, CSS, Python, SQL, Tableau, Microsoft Excel/VBA, ERDs, VS Code, Quickbooks