

ALEC CLEOFE

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Project Management / Software Engineering

As a skilled and driven engineer, I have a proven track record of planning and executing successful projects from start to finish. With experience overseeing budgets and leading teams of students and professionals alike. With expertise in various technologies and skillsets I am equipped with the skills needed to succeed in fast-paced environments.

SKILLS & EXPERTISE

Project Management / Event Coordination / IT / Leadership / Risk Mitigation / Execution / Agile / Unit Testing / Customer Service / Data Management / 3D Modeling / Written Communication / Data Visualization

PROFESSIONAL EXPERIENCE

Client Home Healthcare Inc.

June 2022 – July 2023

Help Desk Specialist:

- Provided technical assistance to users, resolving hardware and software issues to ensure minimal downtime and maintain productivity.
- Maintained accurate patient records, ensuring regulatory compliance and accuracy of patient data.
- Provided customer service to clients, addressing inquiries and concerns in a timely and professional manner.

Sentinel Technologies

June 2021 – Aug 2021

Application Developer (Intern):

- Participated in daily scrum meetings and kept the development progress on track. This included tracking project milestones, identifying potential roadblocks, and providing updates to stakeholders.
- Shadowed engineers to understand the workflow of the company and learn best practices, as well as how to communicate effectively with other departments.
- Prototyped features for the website to facilitate action items for other engineers.
- Produced software documentation to accelerate adoption of new features.

EPX Studio (University of Iowa Organization)

May 2019 – May 2021

Committee Head:

- Oversaw thousands in event funds, negotiating contracts and implementing cost-saving measures to stay within budget.
- Headed a student committee to manage club operations and drive interaction.
- Directed a convention of 400+ attendees, organizing speakers, and managing the overall event logistics.
- Organized campus events through partnership with a number of student clubs. This required strong written communication skills to effectively convey event details to multiple stakeholders.

Project(s)/Knowledge Exploration

Senior Project (VR Classroom)

- Developed a comprehensive project charter, outlining project scope, objectives, deliverables, timelines, and key stakeholders.
- Implemented agile project management methodologies, conducting regular sprint planning meetings and stand-ups to optimize team productivity and ensure progress on deliverables.
- Created a VR application in the Unreal Engine to act as an in-person alternative in response to Covid.

Vue Tracker Project

- Utilized Fly.io and Pocketbase for seamless deployment and database management.
- Made use of Git for version control, ensuring collaborative development.
- Designed and implemented custom Vue components to meet specific project requirements.

EDUCATION & TRAINING

University of Iowa - BSE in Computer Science and Engineering

Certified Associate in Project Management (CAPM)

Google Data Analytics Professional Certificate

TECHNICAL SKILLS

Microsoft Office, Tableau, Photoshop, SQL, C#, JavaScript, Python, Blender, Jira, SQL, Vue

INTERESTS

3D Printing, Gaming, 3D Modeling, Physical Training, Stocks