
Alexandermorris135@gmail.com | **Alexander Morris** | (727) 455-2422

[LinkedIn](#) | [GitHub](#)

Tampa, FL 33612

PROFESSIONAL SUMMARY

Bachelor's degree with four years plus experience in legal and two years in technical support. Specializing in personal injury litigation, construction litigation, and corporate law. Extensive knowledge in project management, data collection/validation, data cleaning, data visualization, invoicing, accounts receivable, preparing case documents, and legal research. Ability to create social media content for the firm and manage podcast(s) for the company. Knowledgeable in multiple coding languages and statistical analysis.

SKILLS

- SQL
- Python
- Excel
- Tableau
- Google Ads
- Facebook Ads Manager
- Microsoft Office Suite
- Other Skills: Audacity/Audiotronic | SEO optimization | Troubleshooting | State Court Filings (Florida) | Federal Court Filings | Scheduling

WORK EXPERIENCE

Adams and Reese, LLP
Office Services Coordinator

Tampa, FL
June 2022 - April 2023

- Assisted over 35 attorneys with case preparation, legal documents, and critical date reminders for cases during tenure.
- Managed over \$30k in accounts receivable and accounts payable for the firm.
- Communicated and resolved at least 50 technical and/or operational issues encountered
- Prepared over 20 concise reports/ visualizations for management review
- Escalated and coordinated unresolved incidents to the appropriate parties
- Analyzed supply consumption patterns to optimize procurement and budget allocation, resulting in over \$5k in savings
- Provide on-time status and communication to clients regarding outstanding and resolved incidents.
- Conducted market research and competitor analysis to support business strategies and market positioning.
- Undertook a minimum of 10 assigned projects and actively participated in improvement initiatives regarding tools and processes.

Rebein Brothers, PA
Project Assistant

Tampa, FL
Aug 2021 - May 2022

- Collaborated with over 40 clients to gather and track case information during tenure.
- Prepared presentations and summaries of information for attorneys and clients to review case details.
- Identified risks and developed controls to detect and prevent inefficiencies in firm procedures, resulting in an efficiency increase of at least 10%
- Reduced attorney research time by 30% by implementing an archived case system, resulting in combined client savings of over \$100k
- Provided support on case projects by researching and summarizing studies (primarily medical journals) for attorney review.
- Performed statistical analysis in addition to hypothesis testing to validate data and draw meaningful conclusions.
- Managed resolution of issues efficiently and professionally, manifested as a higher level of customer satisfaction

Times Publishing
Senior Account Specialist

St. Petersburg, FL
Aug 2019 - Aug 2021

- Analyzed account data and service histories to identify trends and patterns, resulting in a 15% increase in customer retention
- Provided basic to intermediate level troubleshooting and provided resolutions of inbound issues on a daily basis
- Utilized the company's internal account system in order to track requests, document problems, and record solutions offered to clients.
- Provided consistent performance of the day-to-day tasks and assignments in compliance with established targets and metrics
- Retained over \$100K in subscription payments as a result of superior incident resolution
- Utilized personal expertise and company troubleshooting resolution tree to evaluate technical problems for customers.

PROJECTS

AdventureWorks Data Analysis
Personal Project

- Utilized a Database in **MSSQL** to analyze the online transactions of a multinational manufacturing company
- Resulted in the identification of high-performing markets in addition to total sales-based revenue for each year

Food Poisoning Claims Data Analysis
Certification Project

- Utilized multiple libraries in **Python** and **SQL** to analyze and clean data related to food poisoning claims of a Brazilian fast food chain
- Resulted in the development of strategies to reduce the average claim duration in addition to the identification of commonly reported causes of food poisoning

EDUCATION

University of South Florida
B.A. Economics

Tampa, FL
Aug 2018 - May 2022

- GPA: 3.3
- Member of Judy Genshaft Honors College (2018-2021)
- Member of Black Student Union (2018-2022)
- Emerging Scholars Award recipient (2018-2022)
- Global Tech Experience Digital Marketing Certificate recipient (2021-2022)

CERTIFICATIONS

DataCamp
Data Analyst Associate

Tampa, FL
July 2023

- Credential ID: [DAA0015911757732](#)
- Utilized data management, data visualization, exploratory analysis, and statistical experimentation to identify past and future trends for decision-making purposes.