**Alexis Newland**

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**SUMMARY OF QUALIFICATIONS**

Detail-oriented **Business Information Systems professional** with a strong analytical background and a 3.78 GPA, leveraging knowledge of front-end web development, database management, programming, and systems integration to solve complex problems in an information systems role. Keen to contribute to the efficiency and effectiveness of an information technology team through innovative solutions and continuous learning.

**KEY SKILLS**

**Technical:** Database Management (HeidiSQL and MariaDB) | System Administration (Ubuntu Linux) | Data Analysis with Python/Pandas | Data Visualization with Matplotlib and Seaborn | Web-Based Development (HTML, CSS) | Cloud Computing Services (AWS and Microsoft Azure) | ERD Diagrams (Lucidchart)

**Core (In-Progress):** Communication | Team Collaboration | Data Entry and Management | Technical Documentation | Agile Project Management | Microsoft Office Suite | Customer Service | Adaptability | Learning Agility | Critical Thinking

**EDUCATION**

University of Colorado Colorado Springs (UCCS), Graduation: May 2024, GPA: 3.78

**Bachelor of Science in Business, Emphasis in Information Systems**

Relevant Coursework:

Computer Networks and Telecomm (INFS 3700) | Database Management (INFS 3400) |Business Programming (INFS 3070) | Web-Based Programming (INFS 3800) | Cloud-Based Computing (INFS 4700) | Information Technology Integration (INFS 4050)

**EXPERIENCE**

**ROAR Program and BGSO Teaching Assistant**

University of Colorado - Colorado Springs, Colorado Springs, CO, August 2023 – Present

* Facilitate the grading process for coursework in BUAD 3100, BUAD 3300, and BGSO 4000, enhancing learning outcomes for students by providing detailed feedback on submissions and conducting mock interviews to improve job-search skills.
* Create weekly announcements on key due dates, college events, and updates, strengthening communication within the College of Business, while also building and managing Canvas courses, including creating modules, fine-tuning syllabuses, and drafting rubrics for assignments.
* Act as a liaison between the five professors and 285+ students to clarify assignment requirements and address any questions, reducing student confusion and supporting academic achievement.

**Continuing Student Liaison**

Reisher Scholars Club, Colorado Springs, CO, August 2021 - May 2024

* Planned and executed team bonding events for 100+ UCCS Reisher Scholars, and facilitated orientations for new students, sharing positive testimonies to foster a welcoming environment.
* Provided mentorship to continuing students, offering academic and personal support to enhance their success within the program.
* Led and participated in volunteer activities with the UCCS Days of Service events, including sustainability efforts like Clean the Stream and community support through Project Angel Heart, which provides medically tailored meals to Coloradans with severe illnesses.

**Race Results Coordinator**

USA Triathlon, Colorado Springs, CO, May 2022 – September 2023

* Created race result spreadsheets in MS Excel for upload to the USA Triathlon rankings database, providing accessible results for 450,000 USA Triathlon members.
* Utilized Crystal Report and USA Triathlon’s sanctioning system to document the race ranking process and assist in ranking calculations for all 4,300 triathlons across 50 states for USA Triathlon members.
* Collaborated cross-functionally with various departments at USA Triathlon, particularly Constituent Relations, to liaise with race directors regarding race result inquiries and updates. Was the primary contact for resolving formatting issues and result discrepancies.

**Living Learning Community Coach**

University of Colorado - Colorado Springs, Colorado Springs, CO, August 2022 - March 2023

* Planned course curricula, facilitated discussions, and connected with students to create an inclusive learning environment.
* Met with students individually to discuss academic and life goals, provide additional assistance, and familiarize them with campus life/resources.
* Collaborated with other departments to organize events that promote student engagement, such as the "Painting Pumpkins" event at UCCS during Halloween, which involved renting space, arranging catering, and facilitating the event.

**Front Desk Associate**

Accolade Fitness, Colorado Springs, CO, October 2021 – May 2022

* Greeted and welcomed people entering the establishment, determined the nature and purpose of the visit, and directed or escorted them to specific destinations.
* Provided administrative support, transcribing handwritten information and managing pay records, invoices, and other documents.
* Collected payments for recurring $29 monthly memberships, $35 month-to-month memberships, and 6-month/12-month memberships, accurately recording receipts for all transactions.