Alexis Rose Garcia

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Agile Project Manager experienced in SDLC, CRM integrations, and cross-functional delivery of complex technical solutions.

RELEVANT SKILLS

- Agile, Project Management, Bilingual, Technical Documentation, Client Relation Management
- Python, Pandas, JSON, SQL, Blockchain, Machine Learning, web3, AWS, Azure, CI/CD builds
- API, Git, Data Analysis, Forecasting Tools, Deep Learning, Statistical Models
- Tools: Jira, Salesforce, Asana, MS Teams, Slack, Zoom, MetaMask, SaaS, Visio, Hubspot, ClickUp, System Surveyor, Hudu

EXPERIENCE

IT Project Manager | 1Above Technology | *Beverly Hills, California*   *January 2025- Present*

- Led CRM implementation and website development projects from kickoff through delivery, using Agile and Scrum methodologies.
- Collaborated with developers and designers to build a client routing system integrated with CRM platforms.
- Created user stories, coordinated sprints, and maintained project documentation in ClickUp and Jira.
- Held weekly stakeholder meetings and QBRs to communicate progress and manage expectations.
- Prioritized tasks based on impact, delivering product milestones on time and within budget.

Account Manager | State Industrial Products | *California*   *July 2024 - January 2025*

- Managed a $500K+ territory of B2B clients across hotels and multifamily housing.
- Provided tailored product training and solutions to facility managers, improving retention and upsell opportunities.
- Streamlined customer service via CRM optimization and proactive client communication.

Cardiac Veterinary Coordinator | WLA VCA | *West Los Angeles*   *August 2022 - July 2024*

- Coordinated diagnostic schedules and streamlined appointment workflows, reducing service delays by 30%.
- Managed and resolved hardware/software issues in the clinic, ensuring operational continuity.
- Collaborated with cross-functional teams and clients to deliver accurate diagnostic insights and improve patient outcomes.

Campaign Manager | CUDDLY | *Hybrid/Seal Beach, CA*   *September 2021 - July 2022*

- Managed 20+ digital fundraising campaigns for nonprofit clients, improving campaign KPIs by 30%.
- Used Jira and Asana to coordinate cross-functional collaboration with engineers, content teams, and UX designers.
- Tracked deliverables, ran retrospectives, and ensured data-driven performance reporting.

Marketing Manager | Alani Nu | *Remote/Orange County, CA*   *August 2020 - September 2021*

- Oversaw 50+ brand ambassador activations across California.
- Used CRM data to optimize event planning and increase regional engagement by 25%.

EDUCATION

- **Certificate of Financial Technology**
  University of California - Berkeley, Berkeley, CA | June 2022
  24-week intensive program focused on Python, SQL, Big Data, Blockchain, Machine Learning, and project management methodologies.
- **Rutgers, The State University of New Jersey - Newark, NJ | 2017**
  School of Biological Sciences
- **Coursera Google Project Management Professional Certificate**
  Comprehensive training on project management principles, including Agile and stakeholder management.
- **IBM Project Management Professional Certificate**
  Advanced project management techniques with a focus on IT and technical project leadership.