

# Alexis Garcia

Los Angeles, CA

Phone: 732-347-5025 | Email: Alexisg324@gmail.com

LinkedIn: <https://www.linkedin.com/in/alexis-rose-garcia/> | GitHub: <https://github.com/Alexisg324>

## Summary

IT Project Manager with expertise in Financial Coding and Agile methodologies. Certified in Financial Technology and IT Project Management from UC Berkeley. Successfully managed 20+ IT projects - including data migrations, networking, onboarding, and software development - delivering on time and within budget. Skilled in building automation tools that reduced manual processes by up to 30% and improved project visibility. Strong collaborator with a record of leading cross-functional teams to successful outcomes.

## Technical Skills

**Languages & Databases:** Python, MySQL

**Frameworks & Libraries:** Pandas, Web3, Machine Learning

**Project Tools:** Jira, Asana, Zoho, HubSpot, ClickUp, Slack

**Other:** SaaS, API Integration, Microsoft Office, CI/CD Pipelines

## Experience

### IT Project Manager | 1Above Tech - Beverly Hills, CA | Jan 2025-present

Spearheads full-cycle IT and software development projects, ensuring on-time delivery and alignment with scope. Leverages SaaS to optimize infrastructure planning, task management, and collaboration. Facilitates stakeholder communication, progress reporting, and risk mitigation while applying Agile methodologies to enhance workflows and client satisfaction.

- Develop an Excel-based profit and loss sheet to monitor project budget, ensuring a minimum profit margin of 15%.
- Automate labor tracking with a Google Forms + Excel system to calculate field hours and expenses, reducing payroll calculation time by 80%.
- Implement Slack-integrated time tracking to improve accountability and project visibility.

### Account Manager | State Chemical - Remote | 2024-2025

Managed a growing portfolio of 25+ B2B clients, ensuring timely delivery of tailored business solutions.

- Cultivated strong stakeholder relationships through consistent communication, proactive support, and data-driven insights to ensure client satisfaction and long-term retention.
- Applied CRM systems to streamline workflows, improving delivery efficiency by 25%.

### Website and Development Project Manager | CUDDL.Y.com - Remote | 2021-2023

Oversaw digital fundraising projects with nonprofit partners, ensuring campaigns meet technical and business requirements.

- Led 20+ fundraising campaigns, increasing donor contributions by 35% through data-driven strategies and effective team collaboration.
- Used HubSpot to track client communications, monitor campaign performance, and manage deliverables across multiple stakeholders.
- Used Jira to collaborate with the DevOps team, prioritize website updates, and ensure technical issues were resolved promptly to maintain campaign performance.

**Marketing Manager | Alani Nu - Remote | 2021-2022 (Part-Time)**

Managed a regional marketing team, leveraging data and CRM tools to improve campaign outcomes.

- Managed a marketing team of 15 members across multiple states, coordinating schedules, campaign goals, and performance reviews to ensure consistent execution and high team productivity.
- Designed and executed field campaigns across multiple regions, increasing brand awareness by 20%.
- Analyzed performance metrics and optimized strategies to improve customer engagement and lead conversion.

**Education****Certificate, Financial Technology & IT Project Management - University of California, Berkeley**

Completed 24-week program focused on Agile methodologies, project lifecycle management, and process optimization, with coursework in Python, SQL, Big Data, and Blockchain.

**Rutgers, The State University of New Jersey - Newark, NJ**

Biological Sciences