

# 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 / Technical Project Manager with UC Berkeley certification in Financial Technology & IT Project Management. Delivered 20+ projects across network infrastructure, migrations, onboarding, and software development using Agile practices. Developed automation and reporting that reduced manual work by 30% and improved visibility for stakeholders and delivery teams.

## Technical Skills

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

**Technical:** API Integration, SaaS, MySQL, Python (Pandas), Reporting/Automation

**Methods:** Agile, SDLC

**Productivity:** Microsoft Office (Excel)

## Experience

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

Lead end-to-end delivery of IT and network infrastructure projects (migrations, onboarding, installs, automation), aligning VIP stakeholders and cross-functional teams to deliver on scope, schedule, and budget.

- Manage concurrent initiatives across 6+ stakeholders/departments (clients, engineering/DevOps, field teams, vendors, finance, leadership), owning timelines, dependencies, and change control.
- Serve as primary point of contact for VIP/executive stakeholders; run kickoffs/status reviews, escalate risks, and drive decisions through closeout.
- Partner with DevOps/automation to translate requirements into actionable work and improve delivery visibility and consistency.
- Maintain a client-facing Excel deliverables tracker (milestones, owners, due dates, dependencies, change log) for live status updates and risk forecasting.
- Own procurement/vendor coordination: requirements, sourcing/quotes, approvals/POs, lead-time tracking, and scheduling deliveries for installs/cutovers.
- Create knowledge bases/SOPs to standardize delivery, improve onboarding, and reduce repeat issues.
- Provide client KPI reporting (on-time delivery, cycle time, open risks/issues, budget health) to support executive updates and decisions.
- Build an Excel-based P&L workbook to monitor budgets and ensure 15%+ margin.
- Automate labor tracking via Google Forms + Excel, reducing payroll calculation time 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 | CUDDLY.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