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 Python, automation, data analysis, 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 80% 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 | 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 budget tracking system to monitor project finances, 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%.
- Implemented Slack-integrated time tracking to improve accountability and project visibility.

Account Manager | State Chemical - Remote | 2024-2025

Managed a portfolio of B2B clients in the hospitality and residential sectors, ensuring timely delivery of tailored facility solutions.

- Applied CRM systems to streamline workflows, improving delivery efficiency by 15%.
- Collaborated cross-functionally to troubleshoot technical issues and resolve client concerns.

Hospital Coordinator | VCA - West Los Angeles, CA | 2022-2024

Coordinated diagnostic schedules and collaborated with teams to improve patient outcomes and operational efficiency.

- Streamlined appointment workflows, reducing service delays by 30%.
- Maintained cross-team communication to ensure accuracy of diagnostic results.

Website and Development Project Manager | CUDDLY.com - Remote | 2021-2022

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

- Led 20+ fundraising campaigns, increasing donor contributions by 35% through data-driven strategies and effective team collaboration.

Marketing Manager| Alani Nu - Remote | 2021-2022

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

- 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

24-week intensive program focused on Python, SQL, Big Data, Agile PM, Blockchain, and Machine Learning.

B.S. Biological Sciences: Rutgers, The State University of NJ *, Newark, NJ*