

# ALEXSANDRIA RYAN

(she / her)  
ENG / FR

✉ alexsandriapatrice@gmail.com  
☎ 902 476 8867  
📍 Halifax, NS  
↔ github.com/AlexsandriaRyan  
↔ alexsandria.netlify.app  
👤 linkedin.com/in/alexsandriaryan

## SKILLS

✧ C / C++ / C#      ✧ PHP  
✧ Java              ✧ SQL  
✧ JavaScript       ✧ Git  
✧ HTML / CSS /  
SCSS              ✧ Adobe XD  
✧ Android          ✧ Google Suite  
Development      ✧ WordPress  
                        ✧ Jira

## CERTIFICATIONS

**Codecademy:** Learn JavaScript  
September 2022

**DEL F (Diplôme d'Études en Langue  
Française):** Level B2  
April 2014

## VOLUNTEERING

**FRAG for Cancer**  
Cosplay Competition Judge  
November 2018      Halifax, NS

Worked with a team of cosplay judges to inspect costumes worn and presented by local costumers. Awarded prizes based on competition level and workmanship in sewing, foamsmithing, and crafting.

**Nova Scotia Kiwanis Music Festival**  
Adjudicator's Assistant / Registration  
April 2013 – May 2018      Halifax, NS

Aided adjudicator with time management, handling and writing official documents, and reviewing performances. Greeted guests and competitors for each event.

## ABOUT ALEX

Recent and accomplished graduate from Nova Scotia Community College with a diploma in IT Programming. With 10 years of service experience, a Bachelor of Music, and an ever-growing portfolio of IT projects, I strive to combine my passions for creativity, language, and problem-solving as a developer.

## EDUCATION

### Diploma in IT Programming

Nova Scotia Community College  
Halifax, NS  
January 2022 — December 2023

### Bachelor of Music in Composition

Dalhousie University  
Halifax, NS  
September 2014 — December 2018

## PROFESSIONAL EXPERIENCE

### Nova Scotia Community College: Student

January 2022 – December 2023      Halifax, NS

- ✧ **Programming:** learned and applied object-oriented programming principles; built several programs to meet specific requirements; consistently practiced organized, clean code. Currently enrolled in courses for C#, C++, and Android development.
- ✧ **Web Design:** learned about design principles and processes and applied knowledge to create an e-Portfolio website, including mocks.
- ✧ **Databases:** learned and applied advanced SQL concepts such as DDL, DML, Stored Procedures, and Triggers. Applied knowledge to projects in C# and PHP.
- ✧ **Various courses:** excelled in various courses related to operating systems, quality testing, systems analysis, networking, and professional development.

### VERB Interactive: Junior WordPress Developer

April 2023 – Present      Halifax, NS

- ✧ Manage tickets via JIRA system to handle various tasks, including new website builds, bugs, maintenance, and updates.
- ✧ Collaborate with a variety of teams, including creative, accounts, quality assurance, management, and other developers.
- ✧ Work for and with high-profile clients while producing work that meets high expectations and meeting deliverables in a timely, orderly, and efficient manner.
- ✧ Create documents to support quality assurance testing on new builds, including screenshots, locations, fixes, suggestions, and other important information. Shared documents with team to tackle updates before launching builds.

### Joanne Pullin Limited: Web Developer

May 2021 – Present      Halifax, NS

- ✧ Re-designed and built two websites for Joanne's businesses in real estate and dog breeding ([joannepullinrealtor.ca](http://joannepullinrealtor.ca) and [roamingrovers.ca](http://roamingrovers.ca)).
- ✧ Periodically maintain website as needed.

# ALEXSANDRIA RYAN

(she / her)  
ENG / FR

✉ alexsandriapatrice@gmail.com  
☎ 902 476 8867  
📍 Halifax, NS  
🔗 github.com/AlexsandriaRyan  
🔗 alexsandria.netlify.app  
👤 linkedin.com/in/alexsandriaryan

## AWARDS

**NSCC Student Interview Competition**  
2<sup>nd</sup> Place  
April 2023

**The Women Innovating in Nova Scotia (WINS) Bursary**  
September 2022

**Your Goals, Your Future! Award**  
September 2022

**The Union of National Defence Employees Memorial Scholarship**  
December 2018

**Fountain School of Performing Arts Undergraduate Scholarship**  
November 2018 and November 2017

**Ian Perry-Berger Memorial Music Bursary**  
March 2018 and March 2017

**F. Hume Wells Scholarship**  
November 2014

**J&A Campbell Memorial Scholarship**  
November 2014

**Evanov Radio Group Scholarship**  
September 2014

**Helena Evans Memorial Scholarship**  
June 2014

**Seamus Flynn Award**  
June 2014

## PROFESSIONAL EXPERIENCE CONT.

### Joanne Pullin Limited: Administrative Assistant

May 2021 – April 2023      Halifax, NS

- ✧ Designed and maintained intricate Google Sheets for the purpose of client management and paycheque / commission calculations.
- ✧ Assisted in everyday tasks and support, including the managing, filing, and optimization of physical and electronic documents.
- ✧ Designed and ordered marketing materials, including mail flyers, business cards and social media posts.
- ✧ Created How-To documentation and videos to help onboard new staff and Joanne in daily tasks.

### Manulife Bank: Bilingual Customer Service Professional (ENG/FR)

July 2019 – May 2021      Halifax, NS

- ✧ Promoted to offline team after 6 months; responsible for managing several client and advisor email inboxes and callback requests.
- ✧ Maintained digital databases with sensitive client and company information, updating them as required.
- ✧ Assisted with company-wide software shift by proposing and spearheading feedback collection, documenting errors, and meeting regularly with our Salesforce team to present reports.
- ✧ Created and maintained a document of over 150+ pages filled with email templates in both English and French to increase productivity.

### O2 Wellness: Receptionist | Front Desk Team Lead

August 2018 – July 2019      Bedford, NS

- ✧ Promoted from Receptionist to Team Lead after 4 months.
- ✧ Established new processes and documents to enhance communication, workplace productivity, and consistency.
- ✧ Managed overdue account collections by emailing and/or calling clients.
- ✧ Worked alone and unsupervised while exercising exceptional time management during high-demand hours.

### Miscellaneous Service Roles

August 2012 – September 2018      Dartmouth & Halifax, NS

- ✧ Walmart, Petro Canada, Sears, and Koodo Mobile
- ✧ Greeted clients and helped them complete purchases, locate items, troubleshoot issues, and promote sales.
- ✧ Maintained knowledge of Apple and Android operating systems and devices, including updates, device setup, known issues, and device-specific information.