

# BRADEN ALEXANDER

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## EDUCATION

**Texas A&M University, College Station, Texas**

*Bachelor of Science in Technology Management, December 2023*

*Minor in Business | Minor in Cybersecurity*

Cumulative GPA: 3.369

## INTERNSHIPS

**DCM Computing Services, Jacksonville, Texas**

*Computer Technician, May 2020 – August 2020, December 2020 – January 2020*

- Responsible for taking incoming calls and repairs of various electronics such as desktops, laptops, and mobile devices
- Installation of new equipment and the configuration such as new CAT6 networking, switches, and routers.
- Diagnose problems with various electronic devices and create a plan of action for repair

## WORK EXPERIENCE

**Texas A&M University Department of Undergraduate Recruitment and Outreach, College Station, Texas**

*Programing Director, May 2022 – Present*

- Managed overnight programs for 50-100 prospective students
- Mediated information between the full time staff and the student workers
- Experience with Slate Mangemenet System
- Maintained accurate inventory of supplies for weekly programs

**Texas A&M University Office of Admissions, College Station, Texas**

*Tour Guide, December 2021 – May 2022*

- Provided 90 minute campus walking tours to incoming freshman
- Addressed questions and concerns to students and their families
- Collaborated with other tour guides to improve tours and provide feedback to other guides

*Peer Recruiter, August 2020 – December 2021*

- Arranged areas of campus to welcome prospective students and their families
- Aided a group of students as part of many student panels to answer questions any prospective student or their family has

## PROFESSIONAL ORGANIZATIONS & ACTIVITIES

### Corps of Cadets

*C-Company First Sergeant, April 2021 – Present*

- Trained a group of 40 members to execute the mission and vision of our commanding officer
- Mentored underclassmen in their development during the school year
- Maintained accurate accountability of our members by communicating directly with other leaders within the organization

*C-Company Clerk, April 2020 – April 2021*

- Responsible for handling cash from individuals and depositing it into the outfit account as well as writing reimbursement checks.
- Send out emails to 40+ members of C-Company for weekly updates and important information that needs to be passed down in a timely manner

## CERTIFICATIONS

### Microsoft Office Specialist

- Word
- PowerPoint
- Excel

**CPR/AED: Adult, Child, Infant + Standard First Aid (BLS)**

**Bleeding Control Basics (Version 2.0 - TEEEX)**