

Alex To

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EDUCATION

Bachelor Of Business Administration <i>Sam Houston State University</i> Major: Management Information Systems	Expected December 2024
Associate of Business <i>Houston Community College (3.3)</i>	December 2022

Relevant Course Work

- **Programing for Business-** Learned the basics of Python coding language and executed basic programming
- **Business Computer Applications-** Practiced the use of Microsoft software’s Excel, Word, and PowerPoint to conceptualize and plan for future tasks

WORK EXPERIENCE

Digital Marketing Manager <i>PacinoEssenceLLC</i> <ul style="list-style-type: none">● Conceptualize ideas using digital marketing to grow their customer base● Engage in team-focus discussions with the clients to achieve customer satisfaction● Counsell multiple vendors on how to use digital marketing in order to maximize their growth● Communicate the best strategic plan for their service through social media, email, and display advertising	January 2023 – Present
Photo Booth Manager/ Photo Booth Attendant <i>PhotoBoothofTexas</i> <ul style="list-style-type: none">● Supervised all attendants during events with customer or technical issues● Aided with scheduling the attendants while distributing equipment prior to events● Established a loyal clientele through marketing and executing a professional experience● Operated my own equipment and oversaw all technical issues	October 2020 - January 2023
Customer Service Associate <i>Walgreens</i> <ul style="list-style-type: none">● Fulfilled purchases, handled transactions, monitored the register and handling refunds and returns● Delivered customers with a courageous, fair, friendly, and efficient customer service experience● Assisted in visual merchandising and maintained store standards● Installed and maintains displays, including promotional, seasonal, and sale merchandise	November 2019 - May 2020

SKILLS/ADDITIONAL INFORMATION

- **Coding Languages/ Business Systems:** Python coding language (Beginner)
- **Microsoft Applications:** Microsoft Word (Advance) Excel (Advance) PowerPoint (Advance)

Automation Project Lead- Honeywell, TX

2101 CityWest Blvd, Houston, TX

Job Description:

The Automation Project Lead will execute a development plan of a significant size to achieve low cost, scope, delivery, and schedule quality work. The position will require the employee to define, generate & implement program plans. Also Manage and lead complex programs that may expand across multiple countries and worldwide locations, requiring coordination of technology development and production across various locations.

Responsibilities:

- **Coordinate** and **manage** the activities of a project team throughout the life cycle of a project from start to close-out phases
- Review performance data of finance, budget, and team productivity in order to reach the estimated goal
- **Manage and oversee** any issues, reinforce expectations, and **successfully communicate** among all team members and clients
- **Facilitating** each member's role, focusing on **time management** and having the ability to **adapt** and make **critical decisions** .
- Understand budget/schedule
- Collaborate, Direct, Lead

Qualifications:

- Bachelor's Degree
- **3+ years of Project Management or equivalent experience**
- 3+ years of Automation experience
- Experience in the oil & gas, refining, and/or mining industry

Preferred:

- **Requirements Management & Fulfillment, Planning/Estimation**
- Scheduling including resource-loading critical path analysis
- **Expert in Earned Value Management**
- Cost & Financials (ex. RDE, spend, forecast, variance)

