HASIE ALEXANDER

**E**: [hasiechaz.alexander@gmail.com](mailto:hasiechaz.alexander@gmail.co) | **P**: 713-4811 | **LI**: <https://www.linkedin.com/in/hasie-alexander-989057240/>

**SUMMARY**

Dedicated and highly motivated Information Technology graduate with a strong foundation in Information Technology and a passion for technology innovation. Possessing a keen analytical mind-set, exceptional problem-solving skills, and a commitment to continuous learning. I am well-prepared to contribute to the dynamic and ever-evolving field of information technology.

**SKILLS**

Soft Skills: Communication Skills, Problem-Solving, Adaptability, Collaboration in Teams, Systematic Thinking, Time Management

Technical Skills: Programming Languages (Java, C++, PHP, SQL, JavaScript, Python), Web Development, Database Management, Networking, Scripting (Linux and Windows), Configuring and Managing Web Servers (Apache), Virtualization, Data Analytics, Content Management Systems (WordPress), Web Services (Building APIs), Cybersecurity, Software Development Life Cycle, Version Control (GitHub).

**EDUCATION**

THE UNIVERSITY OF THE WEST INDIES, ST. AUGUSTINE | Trinidad, W.I.

**Bachelor of Science, Information Technology | GPA: 3.1**  2019 – 2023

SAINT ANTHONY’S COLLEGE | Trinidad, W.I. 2012 – 2019

**CAPE:** 8 Units**, CSEC:** 7 Subjects

**EXPERIENCE**

TRITONAL ARCHITECT LIMITED | Trinidad, W.I.

**Business Manager** June 2019 – January 2021

* Communicated with stakeholders daily - answering any queries or directing their calls to the appropriate personnel
* Programmed a Microsoft Excel Sheet to automatically calculate and generate service invoices
* Created a physical and digital filing and forms system to increase efficiency by 60%
* Transcribed proposals and evaluations
* Scheduled and managed stakeholder meetings
* Conducted project site visits

LION’S CIVIC CENTER | Trinidad, W.I June 2016 – August 2016

**Janitorial Services**

* Conducting daily cleaning and sanitization of all high-touch surfaces to maintain a safe and hygienic environment
* Reporting any maintenance issues, such as broken fixtures, leaking pipes, or malfunctioning equipment, to the appropriate personnel
* Complying with health and safety regulations and environmental guidelines, including the use of personal protective equipment (PPE) and safe chemical handling
* Interacting with building occupants or guests in a friendly and professional manner