



JORDAN ALEXIS

PROFESSIONAL SUMMARY

Results-driven Software Engineer and Web Designer with expertise in HTML, CSS, JavaScript, and Adobe Creative Cloud. Skilled in project management, data analysis, and client relations, I streamline operations and lead teams to success. Passionate about crafting responsive, user-focused solutions that exceed expectations.

SKILLS

- Office Management | Client Relations
- Project Management | Data Analytics
- Adobe Creative Cloud
- GitHub | Google Workspace
- Training Development | Social Media

EDUCATION

Bachelor of Science

Multimedia Computing And Information Science
CUNY Brooklyn College, Brooklyn, NY
Expected in May 2027

Associate of Science

Multimedia Programming And Design
CUNY Borough of Manhattan Community College (BMCC), Manhattan, NY
May 2019

Some College (No Degree)

Computer Systems Networking And Telecommunications
TCI College of Technology, Manhattan, NY

Some College (No Degree)

Computer Information Systems (Game Design)
Bramson ORT College, Brooklyn, NY

EXPERIENCE

DATA ENTRY ASSOCIATE

B&A Appliances (Family Business) | Brooklyn, NY | January 2020 - Current
Responsible for managing customer and inventory data, ensuring accuracy in the company database. Processed transactions and addressed customer inquiries, contributing to improved satisfaction. Assisted in implementing a data tracking system to reduce inventory errors.

PRODUCT LISTER & DATA ENTRY

Tip Top Shoes | Manhattan, NY | December 2023 - December 2023
Edited and optimized product listings on Shopify, ensuring accurate descriptions, prices, and images. Efforts led to improved website traffic and product visibility. Automated data entry tasks to enhance efficiency.

SOFTWARE ENGINEER INTERN

Unadat | Remote, NY | July 2021 - August 2021
Led the development of a dark mode feature and optimized mobile UX for the Unadat portal. Research and testing efforts enhanced user satisfaction. Collaborated with design and development teams to refine the user interface.

OFFICE ASSISTANT INTERN

Brooklyn Neighborhood Improvement Association (BNI) | Brooklyn, NY | August 2019 - August 2019
Managed Summer Youth Interns, ensuring workflow adherence and resolving issues. Maintained timesheets for 50+ interns and helped improve program efficiency.

SPRING INTERN

WBAI Radio 99.5 FM | Brooklyn, NY | January 2019 - May 2019

Managed social media and event calendars, improving listener engagement. Provided customer service to donors and listeners, assisting with contests and merchandise distribution. Contributed to streamlining the station's social media strategy.

MULTIMEDIA INTERN

The Challenge Publisher Group | Brooklyn, NY | July 2018 - August 2018

Transitioned the "New American" newspaper to a digital format, reducing print costs and improving distribution. Developed email marketing campaigns for distribution across NYC. Managed the project to ensure timely completion.

MULTIMEDIA DEVELOPER INTERN

St. John's Recreation Center | Brooklyn, NY | July 2017 - August 2017

Trained students on Adobe products and contributed to multimedia projects, including audio and video production. Gained hands-on experience with radio broadcasting. Supported the learning process for students working on multimedia projects.

WEBSITES, PORTFOLIOS, PROFILES

- <https://github.com/Jordan721>