Jordan Alexis

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Professional summary

Results-driven Software Engineer and Web Designer with expertise in HTML, CSS, JavaScript, and responsive design. Proficient in Adobe Creative Cloud and skilled in managing projects, data analysis, and client relations. Strong ability to streamline office operations, manage calendars, and lead cross-functional teams. Adept at problem-solving and delivering user-focused solutions.

Employment history

JAN 2020 - PRESENT
BROOKLYN, NY

Data Entry Associate, B&A Appliances (Family Business)

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.

DEC 2023
MANHATTAN, NY

Product Lister & Data Entry, Tip Top Shoes

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.

JUL 2021 - AUG 2021
MANHATTAN, NY

Software Engineer Intern, Unadat

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.

JAN 2019 - MAY 2019
BROOKLYN, NY

Spring Intern, WBAI Radio 99.5FM NYC

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.

JUL 2018 - AUG 2018
BROOKLYN, NY

Multimedia Intern, The Challenge Publisher Group

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.

AUG 2017
BROOKLYN, NY

Office Assistant Intern, Brooklyn Neighborhood Improvement Association (BNIA)

Supported the management of Summer Youth Interns, ensuring adherence to workflows and resolving issues. Maintained accurate timesheets for over 50 interns. Helped improve the efficiency of the internship program.

JUL 2017 - AUG 2017
BROOKLYN, NY

Multimedia Developer Intern, St. John's Recreation Center

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.

Skills

Office Skills: Office Management, Client Relations, Form Processing, Office & Calendar Planning

Project & Data Skills: Project Management, Research, Data-driven Analysis, Data Analytics, Accts Payable/Receivable

Development & Design: HTML/CSS, PHP, Responsive Design, jQuery, Adobe XD, Illustrator, Photoshop, Dreamweaver

Tools: GitHub, Eclipse, NetBeans, Visual Studio Code, Hootsuite, MS Office, Google Workspace

Other: Training & Development, Relationship Development, Benefit Administration, Social Media Management

Education

AUG 2019 - PRESENT
BROOKLYN, NY

B.S. in Multimedia Computing & Information Science, CUNY Brooklyn College

AUG 2017 - MAY 2019
MANHATTAN, NY

A.S. in Multimedia Programming & Design , CUNY Borough of Manhattan Community College

FEB 2017 - MAY 2017
MANHATTAN, NY

Credits Towards Computer Systems Networking, Technical Career Institute

SEP 2014 - JAN 2017
QUEENS, NY

Credits Towards A.S Computer Information Systems (Game Design), Bramson ORT College

Links

Portfolio

LinkedIn