JORDAN ALEXIS

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Brooklyn, NY
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CAREER SUMMARY

Aspiring Computer Programmer with strong understanding of software development processes. Adept at collaborating with teams to ensure high-quality deliverables. Completed coursework in Excel, Business Writing, Public Speaking, and Professional Skills with specialized Software Development training covering database management, IDE proficiency, software testing, programming, and code execution.

AREAS OF EXPERTISE

Database Management | Debugging Skills | Problem Solving | User Interface | Software Testing | Web Development | Technical Writing | Scripting Languages | Object-Oriented | Code Optimization

PROFESSIONAL EXPERIENCE

B&A APPLIANCES (FAMILY BUSINESS) — Brooklyn, NY
Data Entry Associate — *Jan. 2020 - Mar. 2025*

- Processed up to 50 records in the busiest month, ensuring accurate and timely data entry into company systems.
- Utilized Google Workplace and Microsoft Office 365 to efficiently manage and organize data for various projects.
- Collaborated with a team of 4 members on data projects, contributing to successful completion of deliverables.
- Contributed to data management processes, ensuring accurate and efficient data entry and organization to support programming and development initiatives.

TIP TOP SHOES — Manhattan, NY
Product Lister & Data Entry — *Dec. 2023 - Dec. 2023*

- Managed up to 100 product listings per month, ensuring accurate and up-to-date information for e-commerce platform.
- Utilized Shopify e-commerce platform to efficiently manage product listings and optimize online store performance.
- Populated 5 key data fields per product listing, ensuring comprehensive and informative product descriptions for customers.
- Worked with databases up to 5GB in size, demonstrating ability to manage and organize large volumes of product data.

UNADAT — Remote
Software Engineer — *July 2021 - Aug. 2021*

- Utilized AWS and PHP to develop and deploy scalable software solutions in a finance industry setting.
- Developed software applications that served up to 100 users in the finance sector.
- Implemented a Dark Mode feature, enhancing user experience and demonstrating proficiency in complex software development.
- Completed an average of 20 code reviews and pull requests per month, ensuring high-quality software deliverables.

EDUCATION & TRAINING

YEAR UP UNITED | PLURALSIGHT — Remote
Software Development Training — *Feb. 2025 - Present*

- Year Up United is an intensive career development program with 250 corporate partners, college-level courses, professional training, and a six-month internship.
- Completed coursework in Excel, Business Writing, Public Speaking, and Professional Skills with specialized training in Software Development.
- Software development training covers database management, IDE proficiency, software testing, programming, and code execution.

BROOKLYN COLLEGE — Brooklyn, NY
Completed coursework in Java, HTML, CSS, JavaScript.

BOROUGH OF MANHATTAN COMMUNITY COLLEGE — Manhattan , NY
Associate's degree - Multimedia Programming and Design — *May 2019*
Completed HTML, CSS, Bootstrap, Java, JavaScript, Web Design, UX/UI coursework.

TECHNICAL SKILLS

Proficient in Adobe Creative Suite, Microsoft Office 365, Google Workspace, Zoom, HTML, CSS, JavaScript, Visual Studio Code, Dropbox, and GitHub.