**Jordan Alexis**

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Brooklyn, NY

(646) 625-8972

**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.