**Jordan Alexis**

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**PROFESSIONAL SUMMARY**

**Software Engineer | Computer Programmer | Graphic Designer | Office Clerk | Data Analytics**

Executing the Day ➜ Planning the Future ➜ Impacting Results ➜

Watching the Bottom Line ➜ Solving Issues ➜ Supporting Teams ➜ Serving Clients ➜ Cleaning Data

* I have experience using programming languages such as HTML, CSS, Bootstrap, JavaScript, Cloud Computing, and others to help build websites for clients or myself.
* Experience using Adobe Creative Cloud applications such as Premiere, Photoshop, Illustrator, InDesign, and XD to help make my websites and other jobs I must do.
* Experience entering client information into a database, and checking the information is secured and correct. Dealing with customers who need help with orders placed and/or account information.

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| **Skills** | | | **Specializations** | |
| Office Management  Client Relations  Form Processing  Social Media-Manager  Office Planning | Calendar Management  Project Management  Research  Data-driven Analysis  Accts Payable/Receivable  Data Analytics |  | Relationship Development  Adobe XD, Dreamweaver, Illustrator, Photoshop, Acrobat, Premiere. | Training | Development  Benefit Administration  MS Office, Word, Excel, Outlook, PowerPoint  HTML/CSS, PHP,  Responsive Design,  jQuery |

**Professional Experience**

**Unadat – Manhatten, NY July 2021 – Aug 2021**

Software Engineer Intern

**SNAPSHOT:** Reported to Executive Director of Unadat. Managed a cross-functional team to develop a dark mode for the Unadat portal site. Supported operations through data-driven analysis and people metric reporting. Collaborated with the design team in devising and user testing the color scheme and functionality.

* Optimized dark theme for the mobile and progressive web app.
* Debugged independent research to overcome roadblocks and obstacles.

**WBAI Radio 99.5FM NYC – Brooklyn, NY Jan 2019 – May 2019**

**Spring Intern**

**SNAPSHOT:** Reported to Director of Development.

* Assisted in Sorting and Mailing out prizes for their WBAI Buddies.
* Managed their social media Using Hootsuite.
* Assigned managing some Customer Service tasks.
* Assisted in their event calendar by using Photoshop to make the pictures for each article presentable.
* Assisted in entering important personal data for their WBAI Buddies