Leatia Alexander

Full Stack Developer in St. Louis, MO

I care about solving problems that inhibit people from understanding one another & strive to implement solutions that connect us.

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PROJECT EXPERIENCE

Tech Jobs-Persistent
A school project completed in LC101, it allows users to create, read, update, employee entries.
- Java, MySQL, Bootstrap, Thymeleaf
- Beyond the assigned tasks, I've included a feature that allows users to delete or edit their employee or employer entries
- https://github.com/LAlexander-MS/java-web-dev-techjobs-persistent

Planner
To-Do List created to manage both personal and work life balance
- Designed using SQL, Java and Bootstrap
- https://github.com/LAlexander-MS/Planner

WORK EXPERIENCE

Sourcing Agent — Intalere, Creve Coeur, MO

Month 2019 - Present

- Negotiate and implement full Group Purchasing Agreements for Pharmacy Category.
- Negotiate and execute contract extensions, updates, and other aspects of day-to-day contract administration.
- Work collaboratively with internal and external stakeholders
- Analyze proposals and contract competitiveness.
- Maintain relationships with various suppliers/vendors.

Sourcing Coordinator — BJC HealthCare, St. Louis, MO

January 2018 - March 2019

- Negotiated and implemented contracts for Non-Clinical Purchase Services suppliers.
- Identified and worked savings opportunities or process efficiencies throughout the system. Significant projects resulted in savings of over $200,000.
- Managed supplier relationships including scorecard process, issue resolution and contract renegotiation.
- Responsible for collaborating with and supporting Sourcing Managers on a multitude of Sourcing projects ranging from RFXs, contract management reviews, documentation and related clerical tasks as well as other supply chain management initiatives.
- Prepared all documentation required for contracts execution accurately and in a timely manner and ensures that all contracts options and amendments are executed in accordance with the terms and conditions in a timely fashion.

SKILLS

PROGRAMMING LANGUAGES

- **Java**
- **JavaScript**
- **HTML**
- **Bootstrap**
- **CSS**
- **jQuery**
- **JSON**
- **MVC**
- **NODE**
- **Thymeleaf**
- **Hibernate**

FRAMEWORKS
- **AngularJS**
- **IntelliJ**

DATABASES
- **MySQL**

Administrative Coordinator — BJC HealthCare, St. Louis, MO

June 2017 - January 2018

- Liaison between IS teams and Sourcing; worked rapidly to resolve issues on behalf of the department
- Assisted with internal and external audits
- Governed the hardcopy and electronic file management systems (file cabinets and Shared Drive)
- Co-Managed the contract processing system
- Oversaw the contract movement and signing process
    - Developed a Bi-Weekly movement report of all contracts routed and signed by Executive Leadership

Mortgage Associate 3 — US Bank, St. Louis, MO

January 2017 - June 2017

- Routine clerical and data entry functions within mortgage operations or departments
- Sorted and filed correspondence, loan documents and other records in alphabetic or according to a specific loan
- Retrieved archived files, process paperwork, gathered and verified data and transferred data into standard format
- Generated correspondence and routine reports, answered incoming telephone calls, responded to customer inquiries and performed a variety of clerical duties
    - Applications used: salesforce, lending portal system, ECM (electronic document upload system), back in the black, FHA connections, IBM Lotus Notes, Mainframe.

Sr. Mortgage Loan Evaluator — US Bank, St. Louis, MO

March 2014 - January 2017

- Prepared and processed mortgage loan records, files and correspondence from application through approval.
- Determined if correspondence from application complete for Underwriting calculations
- Assured compliance with bank, regulatory and investor guidelines and customer service standards.
- Investigated discrepancies on files amongst customer complaints or guideline discrepancies
- Communicated with customers, internal staff, brokers, counsel, title companies, etc. to respond to inquiries, resolve problems and obtain necessary documentation required for the file.
    - Applications used: salesforce, lending portal system, ECM (electronic document upload system), back in the black, FHA connections, IBM Lotus Notes, Mainframe.

EDUCATION

LaunchCode, LC101 Programming Course — 2019

Purdue University-Global, MS, Health Education and Promotion — 2018

Eastern Illinois University, BS, Health Administration — 2013