

ALEXANDRA DURDELLO

SUMMARY

Community development professional leveraging experience in project management, budget oversight, and program monitoring along with a passion for collaboration and process improvement.

EDUCATION

St. Louis University | St. Louis, MO

Master of Public Administration | May 2014

Loyola University Chicago | Chicago, IL

Bachelor of Fine Arts: Visual Communication | May 2008

EXPERIENCE

St. Louis County Department of Planning | St. Louis, MO

Community Development Specialist | September 2017 - Present

- Manage portfolio of federal grant funds for municipalities and non-profit organizations for construction and public service activities, through budget oversight and project monitoring.
- Prepare and edit procurement documents including RFPs/RFQs, contracts, and agreements in compliance with federal and county-level standards.
- Provide subject matter expertise and technical assistance to elected officials, contractors, vendors, and grant recipients.

St. Louis Development Corporation | St. Louis, MO

Commercial District Manager | December 2014 - September 2017

- Acted as project manager and grant administrator for federally-funded projects for facade and public space enhancements through development of scope of work and project budget; drafting of bid requests; performing bid solicitation; and ensuring program compliance.
- Provided technical assistance to business associations and special taxing districts and acted as liaison to City of St. Louis government departments on behalf of small business community members.
- Drafted and submitted monthly progress reports to City Aldermen, quarterly reports to HUD, and periodic informational newsletters to area business leaders.

Harbor Capital Advisors | Chicago, IL

Operations & Correspondence Specialist | July 2009 - July 2012

- Processed new account setup, account maintenance, and financial trade requests for mutual fund shareholders according to regulatory and department quality standards and compliance.
- Drafted written and electronic correspondence to shareholders, prospective customers, and various third parties and performed phone outreach to resolve account and transaction issues.
- Maintained department complaint/feedback log for monthly submission to FINRA and instructed on all required follow-up procedures and documentation efforts.

CONTACT

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SKILLS

Microsoft Office Suite

Proficient

- Excel
- Word
- PowerPoint

Adobe Creative Suite

Intermediate

- Illustrator
- InDesign
- Photoshop

Programming Languages

Beginner

- Java
- Javascript
- SQL

ArcGIS Pro

Beginner

ACTIVITIES

SLDC Proposal Evaluation Committee for 2019 CDBG Funding

August 2018 and July 2019

City of St. Louis Proposal Evaluation Committee Member for 2018 CDBG Funding

August 2017

Old North St. Louis Restoration Group Development Intern

August 2013 - May 2014

Regional Arts Commission St. Louis Research Intern

January 2013 - August 2013