

Nicole Alejandro

Experienced, innovative IT professional with a passion for creating, developing, and implementing new technologies and software. Outstanding performance as a project manager, leader, and developer. Skilled in C#, Python, ASP .Net, Flask, and web development.

WORK EXPERIENCE

Administrative Assistant — Christ Fellowship Church, Palm Beach Gardens, FL

July 2016 - PRESENT

Oversee, maintain, and track a \$1.5MM operating budget and a \$1MM capital budget. Consistently stay on top of invoices, credit cards, and on-time payments to vendors. Embrace, learn and perform in project coordination and management of IT projects and tasks.

Played a significant role within a team of employees on the selection of a new printer vendor/partner which resulted in the purchase of seventeen printers at a cost savings of \$128,530.

Successfully implemented a PoS system across multiple cafes, cafeterias and retail locations within the organization. I led the entire initiative and spearheaded the implementation. I went above and beyond the call of duty with regards to training and support of these systems.

Sales Associate — Rack Room Shoes, Royal Palm Beach, FL

July 2012 – January 2019

Provided excellent customer service.

Supervised sales activities and sales floor.

Assisted management with sorting, stocking, and branding merchandise.

Assisted management during inventory process.

Assisted management in training of new employees.

PROJECT EXPERIENCE

MoodMe App — LaunchCode - LiftOff

MoodMe app will be designed to allow users to track and visualize correlations between sleep, foods consumed, and mood shifts throughout the day. Features will include log in/sign up, user profile, food API and data analytics API integration.

EDUCATION

South University, Royal Palm Beach, FL — July 2016

Bachelor of Science, Information Technology (Summa Cum Laude)

LaunchCode, Miami, FL — January 2019

LC101 Programming Course and LiftOff Job Training



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SKILLS

PROGRAMMING LANGUAGES

- C#
- Java
- Python
- JavaScript

OPERATING SYSTEMS

- Windows
- Mac OS

FRAMEWORKS

- Flask
- ASP .Net

ADDITIONAL SKILLS

- HTML
- CSS
- React
- Bootstrap

AWARDS

Certificate of Graduation – Christ Fellowship Leadership College