

Alana M. Allbritton

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TECHNICAL SKILLS & TRAINING

Computer & Information Science (4+ yrs.)

- Database Management
- Multimedia & Web Publishing
- Data Visualizations (Microsoft Power BI, OpenBook)
- Programming Languages (C++/C#, Java, SQL, etc.)

Additional Skills:

- Customer Service (6 yrs.)
- Grant Writing & Nonprofit Operations (5 yrs.)
- Event & Project Programming (5 yrs.)
- Youth Service-Learning Programming (4 yrs.)

EMPLOYMENT & EXPERIENCE

Business Applications Specialist (40 Hours/Week, Full-Time | August 2023 - Present)

– City of Chesapeake Budget Department

- System Administrator & Technical Support for the City's Budgeting Software (Questica)
- Create & manage data reports based on budgetary and employment data
- Media Specialist for the department's website pages and budgetary documentation

Account Technician (40 Hours/Week, Full-Time | January 2023 - August 2023)

– City of Chesapeake Human Services, Social Services Division: Finance

- Manage account data, process payments, and report program expenditures to the Commonwealth of Virginia through various financial applications (i.e. Harmony, PeopleSoft, LASER etc.)

Data & Communications-AmeriCorps VISTA (40 Hours/Week, Full-Time | August 2021-August 2022)

– St. Joseph's Villa Homeless Services/Crater Area Coalition on Homelessness (CACH)

- Produce Data Projects/Reports to monitor homelessness services and trends in the region
- Provide technical assistance and social communications for the CACH Board & Member Organizations

Customer Service Business Initiatives Analyst (35 Hours/Week, Part-Time | May 2019-August 2019)

– Business Systems Dept., Virginia Beach Parks and Recreation

- Made an interactive customer tapestry report in Microsoft Power BI using Parks and Recreation sales, activity, and location data

Resident Assistant (10 Hours/Week, Reduced Tuition | August 2018 - April 2019)

– Residence Life, Christopher Newport University

- Oversee a co-ed residence hall of approximately 40 Freshman students
- Facilitate meetings, room inspections, and mediations within the Santoro Residence Building
- Respond to emergency resident situations within 9pm-6am scheduled shifts

Park Aide & Office Assistant (30 Hours/Week, Part-Time | June 2014- August 2017)

– Virginia Beach Parks and Recreation

- Conducted research on the development of Virginia Beach (Youth Opportunities Office)
- Conducted sales over the phone and in-office (Permitting Office)
- Helped facilitate special events at Mt. Trashmore Park (Special Events Dept.)

EDUCATION

Old Dominion University – Norfolk, VA (January 2025 - Present)

M.S. Data Science & Analytics Program | Concentration: Business Intelligence & Analytics

Christopher Newport University – Newport News, VA (August 2016-May 2020)

B.S. Computer Science; Information Science Minor | 3.33 GPA