

Alex Brown

Software Engineer (Frontend / Automation)

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SUMMARY

Software Developer with a strong foundation in workplace automation, frontend development, and low-code/no-code platforms. Nearly four years at Pacific Northwest National Laboratory (PNNL), progressing from Administrative Coordinator into a junior software development role through hands-on delivery of production features, test automation, and internal tools.

Experienced with React, TypeScript, Power Apps, Power Automate, SharePoint, and SPFx, with a proven ability to translate business needs into scalable technical solutions. Known for improving operational efficiency, enabling non-technical users through training, and collaborating effectively with cross-functional and senior leadership teams.

TECHNICAL SKILLS

Languages & Frameworks: TypeScript, JavaScript, React, HTML, CSS, Cypress (E2E testing)

Microsoft Power Platform: Power Automate, Power Apps, SharePoint, SPFx

Testing & Tooling: Cypress, REST APIs, Git, Azure DevOps (or equivalent, if applicable)

Other: UI/UX collaboration, requirements gathering, technical documentation

PROFESSIONAL EXPERIENCE

Pacific Northwest National Laboratory (PNNL) — Richland, WA

Administrative Coordinator → Junior Software Developer | July 2021 – Present

Administrative & Operations Responsibilities (2021–2024):

- Coordinated complex domestic and international travel, calendar management, and logistics for staff and senior leadership.
- Facilitated meetings with senior leadership, including agenda preparation, note-taking, and action-item tracking.

- Managed recruiting activities, including organizing and executing full-day, on-campus interview schedules.
- Performed P-card purchasing and B2B procurement while maintaining compliance with organizational policies.
- Managed SPRAs for foreign nationals, ensuring accuracy and compliance with institutional and federal requirements.
- Led onboarding and offboarding activities, including procuring laptops, peripherals, system access, and coordinating exit processes.

Automation, Enablement & Development Responsibilities (2023–Present):

- Designed and implemented workflow automations using **Power Automate**, significantly improving team efficiency and reducing manual administrative work.
- Developed internal tools and forms using **Power Apps** to streamline data collection, approvals, and reporting.
- Became a **Connected Learning Partner**, educating support staff on Power Automate, generative AI tools, and modern workplace technologies through 1:1 coaching, group training, and formal presentations.
- Partnered with the Workplace Automation team to deliver production-ready software solutions.

Software Engineering Contributions:

- **Power Platform Solutions (Connected Learning Partner):**
 - Designed and delivered multiple **end-to-end Power Platform solutions** adopted by support staff and managers across PNNL.
 - **Travel Tracking & Communication System:** Built SharePoint forms and lists with **Power Automate** workflows to manage travel requests, status tracking, and automated, event-driven email communications.
 - **Professional Development Request System:** Implemented a SharePoint-based intake with **multi-tier, conditional approval workflows** in Power Automate and automated notifications, improving visibility and turnaround time.
 - **Recruiting Activity Tracking System:**
 - Developed SharePoint lists to track job postings and candidate pipelines.
 - Built a **Power Automate AI-driven flow** to parse resumes for contact information and automatically create candidate records.
 - Automated generation of **interview guidance documents** by populating Word templates with SharePoint form data.
- **DOE417 Project:**
 - Built and maintained **Cypress end-to-end automated tests** to improve application reliability and regression coverage.
 - Contributed frontend enhancements and bug fixes using **React and TypeScript**, including HTML/CSS updates and UI improvements.

- Progressed to delivering full frontend features, integrating with backend **APIs**, handling state, and implementing user-facing functionality.
- **NA-22 Project:**
 - Contributed to a SharePoint Framework (**SPFx**) application supporting budgeting and accounting workflows.
 - Assisted with frontend development and customization to meet stakeholder requirements.

Note: While formal title remains Administrative Coordinator, responsibilities since 2025 have aligned with a junior software developer role.

EDUCATION

Bachelor of Science in Software Engineering

Western Governors University (WGU) — Graduated July 2025

Relevant Coursework & Focus Areas:

- Software Design & Architecture
 - Web Development
 - Data Structures & Algorithms
 - Software Testing & Quality Assurance
 - Agile & Scrum Methodologies
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PREVIOUS EXPERIENCE

Y2 Analytics — Salt Lake City, UT

Executive Assistant | November 2019 – July 2021

- Maintained daily schedules and provided high-level support to executives, project managers, and cross-functional teams.
- Took detailed meeting notes, tracked action items, and ensured leadership alignment on project status.
- Organized company-wide meetings, seminars, and events; coordinated vendors and logistics.
- Built strong vendor relationships to optimize cost and quality of office services.

Epic Brewing Company — Salt Lake City, UT

Compliance Officer / Purchasing Agent | May 2018 – November 2019

- Held power of attorney for regulatory compliance across federal and state alcohol beverage laws.
- Managed licensing and compliance in 26 U.S. states for 150+ brand labels.
- Coordinated with marketing and product teams to ensure regulatory approval of labels and campaigns.
- Led purchasing and vendor negotiations, reducing costs by up to 25%.

United States Postal Service

PSE Data Entry Operator | April 2015 – May 2018

- Entered and managed sensitive data using strict alphanumeric coding standards.
 - Maintained high accuracy and productivity in fast-paced, high-pressure environments.
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ADDITIONAL STRENGTHS

- Strong communicator with experience presenting to both technical and non-technical audiences
- Proven self-starter with a track record of growing into technical roles
- Deep institutional knowledge of PNNL systems, workflows, and stakeholder needs