

ALEXIS BROWNSTEIN

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LinkedIn: [/AlexisBrownstein](#) | Portfolio: [/abrownstein2022/portfolio](#) | GitHub Profile: [/abrownstein2022](#)

Versatile, results-driven technical team lead, business analyst, project manager, software developer and systems analyst in all areas of the Software Development Life Cycle (SDLC). Successfully collaborates with users to create effective systems to meet business needs. Creative problem solver who welcomes challenges and is committed to excellence. Motivated, organized self-driven with exceptional communication skills. Comfortable working with all levels of an organization.

KEY QUALIFICATIONS SUMMARY / CORE COMPETENCIES

- **Data Analysis**
- **Requirements Gathering**
- **Data Migration**
- **Software Development/Database Design**
- **Problem Solving**
- **System Testing**
- **Software Promotion/Deployment**
- **Project Management/Agile**
- **User and Technical Documentation**
- **User Training**
- **User Support/Helpdesk/Ticket Systems**
- **User Stories/Acceptance Criteria**
- **Databases** – MS-Access, SQL Server, MySQL, MongoDB, NoSQL
- **Programming Languages** – SQL, VB/VBA, ASP, VBScript, PHP
- **Scripting/Style Languages** – HTML, JavaScript, CSS
- **Software/Tools/Frameworks** – eQMS/EHS/ERP/CRM/MRP Software, MS-Access, MS-PowerPoint, MS-Excel, MS-Outlook, MS-Project, MS-Visio, Helpdesk Software, Screenshot Software, SQL Server Mgmt Studio, VS Code, Zoom, Teams, Slack, Git/GitHub, Bootstrap, Materialize, REST APIs, React.js, Node.js, Express.js
- **Foreign Language Skills** – French (Fluent Speaking & Writing), Spanish (Advanced Speaking & Writing)
- **Education/Certifications** – MBA, BA, CPIM (Certified in Production & Inventory Management), JavaScript Full-Stack Web Coding Bootcamp Certificate

API PROJECT EXAMPLES

JavaScript Quiz – Deployed app: [javascript-coding-quiz](#) GitHub repository: [web-api-github-repo](#)

- web APIs, HTML, CSS, JavaScript, clean, polished and responsive user interface, arrays, timer, local storage, functions, JSON

Weather Dashboard – Deployed app: [weather-dashboard](#) GitHub repository: [server-side-api-github-repo](#)

- server-side APIs, HTML, CSS, JavaScript, local storage, flex boxes, media queries, arrays, responsive user interface, JSON

Work Day Scheduler – Deployed app: [work-day-scheduler](#) GitHub repository: [third-party-api-github-repo](#)

- third party APIs, HTML, CSS, JavaScript, jQuery, moment.js, functions, local storage, timer

CAREER SUMMARY

Professional Development / Rutgers JavaScript Full-Stack Web Development Coding Bootcamp

08/22 - 02/23

- 24-week immersive web development program in latest technology
- Practiced full Agile software development life cycle with user stories and acceptance criteria
- Developed full-stack viable projects from mock-up to deployment
- User Authentication, React.js, Progressive Web Applications (PWAs), Node.js, MERN stack, JavaScript, HTML, Git, GitHub, Express.js, CSS, API Interactions/REST APIs, Ajax, Slack, VS Code, Bootstrap

Business Analyst (Consultant on Short-Term Project) / Tatum by Randstad

08/22 - 10/23

- Reported to CFO in Finance Department at a biotech company
- Created and automated financial data reports using VBA in MS-Excel and MS-Access
- Prepared system proposals and MS-Visio diagrams

Technical Team Lead/Software Developer/Business Analyst/Project Manager / Universal Display Corporation 02/07 - 04/22

- Successfully led the team on eQMS/EHS SaaS system implementation (ETQ Reliance) while dealing with changing deadlines and scope, and an unexpected immediate work-from-home requirement due to the Covid pandemic
- Partnered with internal stakeholders, technical team members and vendor consultants to review user stories and create requirements documentation, deliverables and progress tracking
- Prioritized and planned activities based on deadlines, resources and other factors
- Operated independently, as needed, to take on additional responsibilities to keep projects on-time and on-budget
- Facilitated regular meetings to review project status and adjust project plans as needed
- Worked successfully with product owners, users and vendor to troubleshoot application and development issues to align with project objectives to meet business needs
- Competently handled technical support, entered issues into ticket system, and escalated to vendor (ETQ) as needed

Alexis Brownstein Resume (continued)

- Successfully managed software releases for standard software updates, custom software changes and bug fixes
- Managed internal security and configuration setup, i.e., groups, keyword lists, in ETQ Reliance Administration module
- Created interfaces in ETQ Reliance for data migrations from legacy systems and to load data from Excel into SQL Server
- Authored easy-to-understand technical, user and training documentation, including release notes
- Planned and led user training sessions on software implementations and changes
- SQL Server development and database administration, including SQL views, queries, stored procedures and SQL Agent
- Analyzed and developed data and user group permissions (Active Directory/SQL Server)
- Used task scheduler and created BAT files in Windows Server
- Developed smart tools, databases and reports in MS-Access, MS-Excel, MS-Outlook, MS-Word and MS-PowerPoint
- Cleverly constructed tools/reports, custom databases and customized logic for purchased software, saving hundreds of thousands of dollars in outside consulting fees and accelerating the release timelines
- Capably worked with users in all functional areas to develop complex but user-friendly systems to manage company data, saving users countless hours in the performance of their duties

Owner/Consultant / Dr. Database, LLC

07/04 – 06/11

- Diligently managed the business while personally handling over 25 clients of all sizes
- Successfully created large MS-Access multi-user databases used by clients to run their businesses
- Generated company website projects with easy-to-use content management tools for clients to manage their content
- Created programs to load old data into the new systems
- Hired consultants to help with large projects and managed their work
- Competently resolved technical support issues
- Collaborated with clients to create useful, efficient custom systems to meet their needs

HRIS Analyst / Subaru of America

11/01 – 10/04

- Utilized VBA to create Access databases to track HR processes, such as annual bonuses and salary increases
- Successfully created systems for other functional areas of the company, such as customer sales
- Created numerous complex reports to improve Management access to data for decision-making, such as headcount
- Competently developed data conversion programs in VBA and SQL to migrate old data to new systems
- Creatively enhanced existing systems to improve the user experience and reduce time spent on job duties

EDUCATION

Certificate - JavaScript Full-Stack Web Coding Bootcamp / Rutgers University - New Brunswick, NJ

02/23

MBA / Rutgers University - Camden, NJ (Honors)

BA (French/Economics) – Rutgers University - New Brunswick, NJ (High Honors)

CPIM (Certified in Production & Inventory Mgmt) / APICS (American Production & Inventory Control Society)

ACTIVITIES

Webmaster / Board Member / Alliance Française de Princeton (volunteer)

06/17 – 07/20

- Diligently and accurately maintained website, including weather notices and other special updates
- Managed website content and html pages for French classes, special events and memberships, including PayPal payments
- Created and sent Constant Contact emails to 475-person email list on a regular basis
- Worked with board members throughout each month to get information on website content and confirmed accuracy before making website updates and sending mass emails

Demonstrated interest in foreign language, culture and travel / France 2015&2017, Costa Rica 2016, Jordan and Morocco 2022, Cuba 2023

Initiated and managed on-going weekly pickleball league with 30 members / 2018-2019

Science fiction, foreign language and sports enthusiast