

# Alexis Brownstein, MBA, CPIM

Pennington, NJ 08534

(856) 912-1376

alexis@drdatabase.com

[www.linkedin.com/in/alexisbrownstein](https://www.linkedin.com/in/alexisbrownstein)

[www.github.com/abrownstein2022](https://www.github.com/abrownstein2022)



Versatile, results-driven business analyst and software developer experienced 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-starter with exceptional communication skills. Comfortable working with all levels of an organization.

## Key Qualifications Summary / Core Competencies

- Business Analysis
- Requirements Gathering/Analysis
- Data Migration
- Database Design
- Programming
- System Testing
- Software Deployment
- Project Management
- User and Technical Documentation
- User Training
- User Support/Helpdesk
- Databases – MS-Access, SQL Server, MySQL
- Programming Languages – SQL, 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, APIs
- 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 Developer Coding Bootcamp (online night program- completion in Feb 2023)

## Career Summary

8/22 – PRESENT

### Business Analyst (Consultant) / Tatum by Randstad

- Report to CFO in Finance Department at a biotech company
- Create and automate financial data reports using VBA in MS-Excel and MS-Access
- Prepare system proposals

2/07 – 4/22

### Business Analyst/Software Developer/Project Manager / Universal Display Corporation

- 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
- Successfully managed eQMS/EHS cloud system implementation (ETQ Reliance) while dealing with changing deadlines and scope, and an unexpected immediate work-from-home requirement due to the pandemic
- Facilitated regular meetings to review project status and adjust project plans as needed
- Released incremental software enhancements and bug fixes on a regular basis
- Collaborated with users to develop accurate test case documentation and assign testing to get stakeholder approval in UAT before deployment to Production systems
- Authored easy-to-understand technical, user and training documentation, including release notes
- Planned and led user training sessions on software implementations and changes
- Rectified user issues in person and virtually (Zoom/Teams), and documented in helpdesk systems
- Analyzed and developed data and user group permissions (Active Directory/SQL Server)
- Successfully created and supported the first versions of UDC's Quality, R&D and Sales production systems
- Competently established UDC's data warehouse
- Independently developed smart tools to provide users with efficient and secure data access, as well as reports in Excel and other formats

- Cleverly constructed tools/reports, and customized logic for purchased software, such as ETQ Reliance, saving hundreds of thousands of dollars in outside consulting fees and accelerating the release timelines
- Expertly managed, maintained and supported 12+ live systems concurrently with no major downtime
- Successfully developed and managed upgrade to Office 365 of major data tool shared by 40+ users
- 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

7/04 – 6/11

### **Owner / Consultant / Dr. Database, LLC**

- 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

11/01 – 10/04

### **HRIS Analyst / Subaru of America**

- Utilized VBA to create Access databases to track many HR processes
- 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
- Competently developed data conversion programs in VBA and SQL to transfer old data to new systems
- Creatively enhanced existing systems to improve the user experience and reduce time spent on job duties

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## **Education**

### **Certificate of Completion 02/23 / Rutgers University (Online Night Program)**

### **JavaScript Full-Stack Web Developer Coding Bootcamp**

### **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)**

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## **Activities**

### **Webmaster / Board Member / Alliance Française de Princeton 06/17 – 07/20**

- Diligently and accurately maintained website, including weather notices and other special updates
- Managed website content 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
- Attended board meetings and events

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

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

### **Science fiction, foreign language and sports enthusiast**