

Alexis Brownstein, MBA, CPIM

IT Business Analyst / Project Manager / Tech Lead

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<https://abrownstein2022.github.io/css-professional-portfolio/>

Creative-thinking **Technology Leader** with 15+ years of experience in business analysis and project management of enterprise-wide business technology projects for well-established companies. Valued **Business Partner** to all levels of an organization with extensive experience in business data analysis and data mapping, and all areas in the software development life cycle (SDLC). Proven success in leading technical teams to design and implement novel business technology solutions that solve major business issues and strengthen enterprise capabilities. Well-versed in developing and integrating BI reporting solutions and tools that optimize the delivery of strategic, accurate insights and shape the strategic decision-making process. Expert user of SQL, VBA, MS Office software, and other tools to design innovative business systems, reports, and databases.

Technical Proficiencies

Databases: MS-Access, SQL Server, MySQL, MongoDB, NoSQL

Languages: SQL, VB/VBA, ASP, VBScript, PHP, HTML, JavaScript, CSS

Tools: eQMS/EHS/ERP/CRM/MRP/Inventory 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

ETQ Reliance:

- eQMS/EHS software package - SaaS versions 2019b->2020
- SQL and basic Python coding
- Migrated data from legacy CAPA, lot qualification, asset management systems and document control systems, and implemented 17 modules
- Performed new version updates and promotions, and UAT testing
- Managed vendor PR/POs and implementation consultants
- Entered support tickets into in-house issues system and ETQ's Salesforce system for vendor support
- Created custom Excel reports using query GUI tool and Office Integration templates reporting tool
- Created custom logic for new and existing ETQ views, queries and modules to align with business needs
- Used administration module to configure security, module permissions, groups setup, and more
- Project Manager/Business Analyst/Technical Lead on ETQ project implementation (on-time/on-budget)
- Provided ETQ user support, training and documentation

Additional Skills

- Strong work ethic
- Effective verbal and written communication (English-native, French-fluent, Spanish-advanced)
- Creative problem-solving
- Dependability
- Teamwork
- Leadership
- Adaptability/Flexibility
- Quality Assurance

Career Experience

Rutgers JavaScript Full-Stack Web Development Coding Bootcamp Certificate

Aug 2022 – Feb 2023

Successfully completed a 24-week immersive web development program with the latest technology. Leveraged full Agile software development life cycle with user stories and acceptance criteria.

- Designed and launched full-stack web projects from mock-up to deployment, including database and software development
- User Authentication, React.js, Node.js, MERN stack, JavaScript, HTML, Git, GitHub, Express.js, CSS, API Interactions/REST APIs, Slack, VS Code, Bootstrap, MS-Visio, MS-Word, MS-PowerPoint, Entity Relationship Diagrams (ERD).

API Projects:

- JavaScript Quiz - [GitHub repository](#): web-api-javascript-coding-quiz
 - ✓ Web APIs, HTML, CSS, JavaScript, clean, polished, responsive user interface, arrays, local storage, timer, functions, JSON
- Weather Dashboard - [GitHub repository](#): weather-dashboard
 - ✓ Server-side APIs, HTML, CSS, JavaScript, local storage, flex boxes, media queries, arrays, responsive user interface, JSON
- Work Day Scheduler - [GitHub repository](#): work-day-scheduler
 - ✓ Third-party APIs, HTML, CSS, JavaScript, jQuery, moment.js, functions, local storage, timer

Trusted Partner to the Executive Leadership Team and CFO on financial planning and reporting, financial capabilities expansion, and technology innovation. Delivered all business analysis and report development aspects using various systems and databases. Led and consulted in the planning, creation, and maintenance of complex dashboards/ reports to analyze, manage, and report strategic financial insights.

- Pioneered efficient automated financial reports by leveraging VBA in MS-Excel and MS-Access.
- Strengthened financial reporting capabilities by developing system proposals and MS-Visio flowcharts, Google Workspace.

Universal Display Corporation, Ewing, NJ
Technical Project Manager & Business Analyst

Feb 2007 – Apr 2022

Senior Technical Leader of the technology projects and business analysis organization for a large, well-established company. Managed the full development lifecycle of strategic, large-scale technology and business analysis projects, from business requirements gathering to translating them into innovative technical solutions. Efficiently planned, monitored, and reported on project progress to ensure effective risk management and completion within established timelines and budgets. Crafted comprehensive technical, user, and training documentation, including release notes.

- Successfully managed a technical and user team of 15 employees/consultants to deliver the eQMS/EHS SaaS system deployment (ETQ Reliance) on time and within budget while navigating changing deadlines and scopes, as well as the COVID pandemic impact.
- Closely collaborated with project stakeholders, technical team members, and vendor consultants to review user stories and create requirements documentation, deliverables, and progress tracking.
- Efficiently planned and prioritized project activities and tasks based on deadlines, resources, risks, and other impacting factors in R&D, Commercial, and Quality Assurance environments.
- Chaired project meetings to evaluate project progress, identify and mitigate major risks, and amend project plans.
- Partnered with product owners, users, and vendors to strategize and solve application and development issues and ensure meeting project objectives while managing customer-facing issues.
- Elevated technology capabilities by spearheading software releases for standard software updates, custom software changes, and bug fixes.
- Strengthened enterprise system security and data protection and configuration setup using the ETQ Reliance Admin module.
- Leveraged ETQ Reliance, SQL Server, MS Access, and MS Excel to design interfaces for data migrations from legacy systems, data lists, and MS Excel.
- Managed, planned, and delivered user training sessions on software implementations and changes to promote end-user software adoption and optimal use.
- Applied SQL Server to design and implement the company's first data warehouse for test data storage.
- Capitalized on complex SQL queries, views, stored procedures, and SQL Agent to create new critical and personalized business systems.
- Reviewed and analyzed data and user group permissions (Active Directory/ SQL Server).
- Launched smart technology tools and reports using SQL Server, MS Access, MS Excel, MS PowerPoint, and MS Word.
- Dramatically reduced release timelines and operational costs by designing and integrating automated tools and reports, as well as shaping logic for purchase software.
- Saved thousands of dollars in man-hours and increased personnel performance by optimizing enterprise systems and creating/customizing user-friendly software applications.

Additional Experience

Owner/Consultant, Dr. Database, LLC, Mount Laurel, NJ

HRIS Analyst, Subaru of America, Cherry Hill, NJ

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

Education & Professional Training

MBA, Rutgers University, Camden, NJ

BA in French/Economics, Rutgers University, New Brunswick, NJ

Certificate JavaScript Full-Stack Web Coding Bootcamp, Feb 2023, Rutgers University, New Brunswick, NJ

CPIM (Certified in Production & Inventory Management), APICS (American Production & Inventory Control Society)