

# Alex Cardelle

Experienced professional with a demonstrated history of working in the government administration industry with a deep interest in developing front-end web experiences.

## WORK EXPERIENCE

### Deputy Village Clerk | Bal Harbour Village, Bal Harbour, FL

MARCH 2019 - PRESENT

Implementing the Village's Vital Records Management Plan; Coordinating the digitization of the Village's archival records; Served on the Village's Landscape Architecture Committee.

### Executive Assistant | Bal Harbour Village, Bal Harbour, FL

FEBRUARY 2016 - MARCH 2019

Conducted research and real estate analysis of the Village's County-appraised values to assist the Manager in successfully identifying underreported tax revenue from the property appraiser's office. Coordinated the Village's monthly meeting Agenda; Managed the Village's contract repository; maintained the Village Manager's calendar, meetings, and executive travel itineraries.

### Management Analyst | Bal Harbour Village, Bal Harbour, FL

MAY 2014 - FEBRUARY 2016

Performed budget analyses and identified cost efficiencies in department operations; prepared RFQs for Village services; ensured water/sewer utility compliance; assisted the director in all procurement matters totaling over \$350,000; and overhauled our plan archive system by digitizing all building records and forms.

## PROJECT EXPERIENCE

### SpenderMap — Expense Visualizer Site

Designed a webapp that allows users to upload transaction information and interact with their purchase history layered over a geographic map.

## EDUCATION

### University of Florida, Gainesville, FL — December 2013

Bachelor of Arts (B.A) magna cum laude, Political Science, Economics

### LaunchCode, South Florida — March 2019 (expected)

LC101 Programming Course and LiftOff Job Training



305-989-7723



[acardelle@icloud.com](mailto:acardelle@icloud.com)



[github.com/acardelle](https://github.com/acardelle)



[linkedin.com/in/acardelle](https://linkedin.com/in/acardelle)

## SKILLS

### PROGRAMMING LANGUAGES

- Java
- Python

### OPERATING SYSTEMS

- Windows
- Mac OS

### SOFTWARE

- Microsoft Office
- Photoshop
- IntelliJ

### ADDITIONAL SKILLS

- HTML / Thymeleaf
- CSS / Bootstrap
- Spring Boot
- MySQL

## AWARDS

### Miami Foundation, Public Space

**Challenge Finalist** for proposing a redesign of the Miami-Dade Cultural Plaza into a vibrant public square for residents and visitors.

### NYC Urban Fellows, Chosen as

**Alternate** for prestigious fellowship awarded by the City of New York to students interested in a career in public service.

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