

ALEXANDER GUEVARA

70 Webster Ave, Jersey City, NJ 07307 • (917) 842-1038 • Alexgue13@gmail.com

EDUCATION	Fairfield University , Fairfield, CT Major: Bachelor of Arts: Organizational Communication Double Minor: Information Systems/Philosophy	May 2013
ADDITIONAL TRAINING	Borough of Manhattan Community College (BMCC) , New York, NY Certified Microsoft SQL Server 2012 Beginners Programmers , New York, NY Selected applicants endure a 7 week bootcamp, developing web/mobile apps and critical thinking skills	July 2014 March 2017-Present
COMPUTER EXPERTISE	Microsoft SQL Server 2012, MySQL, SQL Server Management Studio, Proficient in Microsoft Office, All Internet Browsers, Windows Operating System, Mac OS, iOS, HTML 5, CSS, Javascript, jQuery Library, React-Native, Xcode application.	
WORK/VOLUNTEER EXPERIENCE	<u>Optum Technology – UnitedHealth Group</u> , Basking Ridge, New Jersey <i>IT Systems Analyst/Data Developer</i> <ul style="list-style-type: none">• Apply software development lifecycle methodology to evaluate current system processes and identify possible solution options for new functionality or modifications to existing functionality• Collaborate with business partners, Developers and Testers, ensuring a shared understanding of business/functional requirements• Worked with testers in creating a Detailed Test Plan, illustrating how requirements should work• Analyzing test defects or issues, ensuring timelines and deliverables are met• Developed Access databases/queries for project managers, uniting information from multiple tables• Utilized VBA/SQL in designing Access forms/queries for managers and admins in each department <u>Interactive Advertising Bureau</u> , New York, N.Y. <i>Data Integrity</i> <ul style="list-style-type: none">• Worked on updating their database before importing to their CRM• Reviewed obsolete records and entered new records into their advertising database• Used numerous online datasets to research records (eg. LinkedIn, Crunchbase, Google, etc)• Responsible in handling detailed information and accurately portraying their record to the database• Completed assignment leaving full detailed notes on any changes done to the database <u>Parks & Recreation</u> , New York, N.Y. <i>System Analyst Intern</i> <ul style="list-style-type: none">• Responsible for entering confidential information into a customized program where accuracy and confidentiality are essential• Assisted with the construction, updates, and redevelopment of database projects• Responsible for creating step-by step manuals of programs that are used by other colleagues in the department• Assisted administrators with various ad hoc requests <u>Older Adults Technology Service</u> , New York, N.Y. <i>Technology Trainer</i> <ul style="list-style-type: none">• Taught senior citizen the everyday use of technology (Smartphones, Tablets, Social Networks, etc)• Assisted in classes and demonstrated detailed instructions on how to maneuver a device• Engaged with members in a certain type of speech so they can fully understand the concept and functionality of using a device <u>Computer and Networking Service</u> , Fairfield University, CT <i>Senior Computer Technician</i> <ul style="list-style-type: none">• Mentored new employees with their transition into the new work environment and helped them complete their assignments so as to increase overall department productivity• Helped and advised on how to make the environment more customer friendly making the customer's satisfaction a main priority• Analyzed and reported any technical problems that arose after working hours• Proactively provided supervisor with ideas on ways to improve communication with customers (eg. Creating a Facebook page and other social media)	February 2015 – April 2017 January-February 2015 March - June 2014 November-December 2013 Feb 2010-May 2013

