**ALEXANDER GUEVARA**

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

|  |  |
| --- | --- |
| **EDUCATION** | **Fairfield University**, Fairfield, CT May 2013  Major: Bachelor of Arts: Organizational Communication  Double Minor: Information Systems/Philosophy |
| **ADDITIONAL TRAINING** | **Borough of Manhattan Community College (BMCC)**, New York, NY July 2014  Certified Microsoft SQL Server 2012  **Beginners Programmers**, New York, NY March 2017-Present  Selected applicants endure a 7 week bootcamp, developing web/mobile apps and critical thinking skills |
| **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** | Optum Technology – UnitedHealth Group, Basking Ridge, New Jersey February 2015 – April 2017  *IT Systems Analyst/Data Developer*   * 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   Interactive Advertising Bureau, New York, N.Y.  *Data Integrity* January-February 2015   * 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   Parks & Recreation, New York, N.Y. March - June 2014  *System Analyst Intern*   * 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   Older Adults Technology Service, New York, N.Y.  *Technology Trainer* November-December 2013   * 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   Computer and Networking Service**,** Fairfield University, CT Feb 2010-May 2013  *Senior* *Computer Technician*   * 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) |