

ALEN JO

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TECHNICAL SKILLS

Programming Languages & Databases: JavaScript, Ruby, HTML, CSS, SQL, PostgreSQL, SQLite

Frameworks & Libraries: React JS, Ruby on Rails, Node JS, Sinatra, RESTful APIs, Active Record

Tools: Git/Github, NPM, Visual Studio Code, Postman, Excel(Pivot Tables, VLOOKUP, INDEX/MATCH), Salesforce, Adobe Photoshop, Figma

Certifications: Salesforce Certified Platform App Builder, Salesforce Certified Administrator

PROFESSIONAL EXPERIENCE

IMPERIAL DADE

Jersey City, NJ

Senior Contracts Specialist

Aug. 2021-Jan. 2022

- Supervised a team to ensure contract renewals, extensions, and amendments were uploaded into internal analytics cloud software
- Oversaw the onboarding process for new team members which included technical training and tracking key milestones
- Composed accurate monthly reports to send out to vendors for rebates of over \$10 million dollars
- Coordinated with over 30 vendors serving as the point of contact for all contractual communications and commitments

Contracts and Pricing Specialist

Jan. 2019-Aug. 2021

- Evaluated ideal contract pricing to coordinate with sales team that maximized company profit margins
- Achieved the highest total volume of contract renewals within the team attributed to consistent quarterly performance
- Analyzed internal data using Excel to ensure contracts comply with company goals and standards
- Conducted pricing support review that captured an average of over \$5000 monthly missing rebates
- Utilized Excel to convert contract pricing data into reports that were then uploaded into internal analytics cloud software

DREW & ROGERS

Fairfield, NJ

Business Analyst Internship

May 2018-Dec. 2018

- Coordinated, created, and provided reports to management while manipulating data using pivot tables and functions
- Developed frameworks to address data, analytics, and strategy development needs
- Analyzed and imputed all aspects of account/assets information to ensure conformance with company policies and a high level of customer satisfaction

EASYKNOCK

New York, NY

Business Development Internship

Jan. 2018-May 2018

- Extracted qualitative and quantitative data from targeted market segments to optimize revenue growth
- Conducted, interpreted, and presented market research for prospective investments
- Provided analytical support including assistance in evaluating and structuring transactions
- Collaborated on special projects for sales and marketing development

EDUCATION

FLATIRON SCHOOL

New York, NY

Full Stack, Software Engineering Program

Jan. 2022-Apr. 2022

RUTGERS UNIVERSITY – SCHOOL OF ARTS AND SCIENCES

New Brunswick, NJ

Bachelor of Arts, Economics

Sept. 2014-Dec. 2018

- Minor: Business Administration