

ALEXIS BUSTOS

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EDUCATION

Bachelor of Science in Computer Information Technology
California State University, Northridge (CSUN), **GPA 3.91**

May 2025

Relevant coursework: Database management, Networking & Security, Cloud Computing (AWS), Senior Project System Design & Implementation

TECHNICAL SKILLS

Tools & Platforms: Git & GitHub, MySQL Workbench, Figma, Notion, VS Code, MS Project

Other: Networking, Virtualization, Python, SQL

PROFESSIONAL EXPERIENCE

Usher

Apr 2023 – Present

REGENCY THEATRES

Panorama City, CA

- Delivered excellent customer service during high-volume showtimes while maintaining order and attention to detail.
- Boosted concession sales by leveraging upselling strategies to promote merchandise and combo deals.

Technical Intern

Sep 2022 – Dec 2022

ARCADIS U.S.

Los Angeles, CA

- Supported the finalization of close-out documentation for a building project in the Los Angeles Community College District by tracking missing files, organizing deliverables, and following up with team members to ensure timely submission.
- Performed site walks to ensure logs were filed with up-to-date records of the project, streamlining daily workflows and reducing follow-up needs for the project engineer.
- Supported document control specialist with document control processes for RFIs, Change Orders, and Meeting Minutes, significantly improving the speed and accuracy of project data retrieval.

Intern

Feb 2022 – Aug 2022

JACOBS ENGINEERING

Los Angeles, CA

- Assisted project managers with scheduling across multiple LACCD construction projects using MS Project software, thereby contributing to timeline planning and progress tracking.
- Wrote detailed meeting minutes and action items while shadowing PMs during stakeholder meetings, ensuring clear communication and documentation of decisions.
- Collaborated with fellow interns to design and present a housing proposal for homeless LACCD students, combining research, planning, and presentation skills in a real-world social impact initiative.

TECHNICAL PROJECTS

Full-Stack E-Commerce Web App | Laravel, AWS, MySQL | *Senior Design Capstone*

Sep 2024 – May 2025

- Collaborated within a team to design and develop a fitness equipment e-commerce platform using Laravel (LAMP stack) and Agile project management methodology. Developed the app locally and deployed it to AWS.