

LEADERSHIP AND WORK EXPERIENCE

Database Systems Analyst

Oct 2015 – Present

Jewish Education Center of Cleveland (JECC), directs & provides support for local Jewish education Cleveland, OH

- Advise staff and help them define their needs based on their current work styles and long term priorities.
- Build consensus amongst colleagues by balancing their different learning and working styles, concerns and desires, with the need to move steadfastly forward.
- Prioritize individual projects so that all departments feel supported, while placing organizational needs first.
- Design new data-management techniques for grants management, program evaluation, school enrollment statistics, and community outreach that are sustainable for the next five years.
- Carefully transition staff, school administrators, teachers, and parents to modern databases (Salesforce NPSP, MicroEdge) and survey tools; replacing decades-old systems that rely on paper, email, and Microsoft Access '97.
- Maintain existing websites, develop and launch new site focused on growing our community.

Technology Manager

Jul 2013 – Apr 2015

Repair the World, making volunteerism a defining element of American Jewish life

New York, NY

- Developed new IT infrastructure and resources to support a national, multi-site organization while managing concurrent projects. All projects met the priorities of multiple stakeholders.
- Implemented, oversaw, and maintained technology organization-wide for: 30 staff and 40 full-time volunteers in five cities, including 60 computers, 54 mobile devices, three websites, two databases, and one file server.
- Directed database project from inception through daily administration: allocated budget, researched and selected vendors, customized system, built reports, and trained staff and full-time volunteers, enabling them to train others. When priorities changed, restarted and completed process on a shortened timeline.
- Managed 46 vendor relationships, regularly evaluated vendor effectiveness, negotiated contracts, researched new vendors, pruned existing vendors, allocated budgets up to \$50,000, and paid vendors on time.
- Mentored colleagues on all aspects of technology: troubleshoot and solved common technical challenges, developed and executed long-term plans to create self sufficiency.
- Proposed and implemented policies and technology, ensured projects fit budgetary and organizational priorities.
- Mitigated crises with professionalism and efficiency: from board meeting A/V issues to host migration.

Campus Systems Director and Project Manager

Dec 2011 – Apr 2013

AIPAC, American Israel Public Affairs Committee, America's pro-Israel lobby

Washington, DC

- Managed multiple simultaneous projects including department adoption of Salesforce.com, event operations and registration for thousands of students, and mass email mobilization campaigns. Each project had many collaborators who were constantly informed, trained, and supported as the projects developed.
- Assessed and translated coworkers' database requirements into technical specifications, leading to successful departmental implementation of Salesforce CRM and integration into organization's data management structure.
- Developed and managed registration and application processes throughout the year, including: 300 applicants for a competitive internship program, 2,000 students (over 15% of the attendees) at a conference, and 1,200 participants in three other yearly seminars.
- Managed and trained 15 interns during academic year, coordinating with departmental and regional supervisors.

ALEX KADIS

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Social Media and Web Communications Strategy Consultant

PresenTense, incubator for Jewish social entrepreneurs

May 2011 – Aug 2011

Jerusalem, Israel

- Collaborated with team to create an effective social media plan for 30 fellows. Fostered an environment where participants felt personally invested in the organization's digital properties, leading to higher engagement.
- Synthesized early concepts for eLearning initiative into a comprehensive request for proposal outlining the organization's ideal platform and sustained rapid growth.

Mentor, Teacher, Tutor, Intern

OTZMA, ten-month volunteer/leadership program

Aug 2010 – June 2011

Israel

- Evaluated community's educational needs; developed an after-school program for ten at-risk children.
- Taught 60 children conversational English at a local elementary school, inspiring them to love the language.
- Mentored at-risk and autistic teenagers in a local high school and at an after-school recreational center.

EDUCATION

Bachelor of Arts – Lehigh University

Major in Political Science, Minor in Mass Communications

May 2010

Bethlehem, PA

Semester Abroad – School for International Training

Reconciliation and Development Program (inequality, discrimination, and political violence)

Jan 2009 – May 2009

Durban, South Africa

SKILLS

Proficient administrator and trainer of Salesforce, Zoho, Asana, Drupal, WordPress, and Google Apps Admin.