

Alison C. Tai

Contact at (914) 374-3448 | alictai@gmail.com

education [Tufts University](#), Medford, MA
Bachelor of Science in Computer Science

Anticipated Graduation: May 2015
Dean's List

professional [Microsoft](#)

experience *Program Management Intern*

May 2014 – present | Redmond, WA

- Drove technical vision, design, and implementation of Visual Studio Online identity experiences
- Researched and analyzed competitor acquisition experiences to identify product improvements
- Shaped improved telemetry metrics to track growth and support operational intelligence

[J.P. Morgan Chase](#)

Product Development Support

June 2013 – August 2013 | New York City, NY

- Developed vision presentations, scope statements, and requirements documents
- Created process and tools to analyze data for measuring application adoption and success
- Collected usability feedback for streamlining of the organization homepage
- Constructed wireframes enabling easier navigation and optimized mobile experience

Business Systems Analyst

June 2012 – August 2012 | New York City, NY

- Maintained records and updates of variances in testing and build items
- Created process for audit and legal documentation of trading systems migrations
- Prepared and executed test cases to ensure consistency of enhancement quality

[Tufts University Department of Computer Science](#)

Teaching Assistant

January 2013 – present | Medford, MA

- Tutored students in fundamental coding practices in C++ and ANSI C
- Graded assignments and provided feedback in accordance with established deadlines

leadership [Tufts University Residential Life](#)

positions *Resident Assistant*

September 2012 – May 2014

- Supervised, mentored, and advised over 40 residents in an all-freshman dorm
- Worked with other resident assistants to develop programs and a hall-wide community
- Enforced university policies and took responsibility for safety of building on duty nights

[Tufts University Student Theater: Pen, Paint, and Pretzels \(3Ps\)](#)

Director of Production

May 2013 – May 2014

- Managed over 70 individuals in the creation and maintenance of production staffs
- Mediated disputes between directors/designers or students/faculty should conflict arise
- Focused on team-building and student retention within the theater community

[On The Doublet Productions](#)

Co-Founder & Stage Manager

August 2012 – March 2013

- Responsible for scheduling, supervision, and management of rehearsals and performances
- Provided practical and organizational leadership to directors, actors, designers, stage crew, and technicians throughout the theatrical production process

technical [Programming Languages](#): C++, ANSI C, HTML5, CSS, Javascript

proficiency [Operating Systems](#): Linux, OSX (Mountain Lion, Mavericks), Windows (XP, 7, 8)

[Software](#): JIRA; Visual Studio Online; Adobe Photoshop; Balsamiq; MS Visio, Outlook, Powerpoint