

# Alexa M. DiDio

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## QUALIFICATIONS

### Personal Skills

- Interface well with administration and can work cooperatively in a team/group setting
- Extensive experience in customer relations, requiring responsiveness and quick thinking
- Extremely motivated, well organized, and detail oriented

### Coding Languages

- Python
- SQL
- Julia
- Wolfram Mathematica
- MATLAB

### Libraries

- Matplotlib
- Modin
- NumPy
- Pandas
- SciKit-Learn
- SciPy
- Seaborn

## EDUCATION

2016 - 2020

### Bachelor of Arts, Applied Mathematics

University of California, Berkeley

- Emphasis on Data/Numerical Analysis & Statistics
- Relevant Courses:
  - Principles and Techniques in Data Science
  - Concepts of Probability
  - Programming for Mathematical Applications
  - Upper Division Linear Algebra

## PROJECTS

### Spam Email Classifier

- Employs techniques such as Feature Engineering, Logistic Regression, & Cross Validation to create classifier with >90% accuracy
- Developed to filter spam from any large email dataset

### Neural Network for Character Recognition

- Utilizes Multilayer Perceptron and numerical techniques such as Gradient Descent
- Implemented for Optical Character Recognition

## WORK EXPERIENCE

2019 - 2020

### Music Management Intern

FATED FUTURE (Producer/Artist Management)

- Catalogued project invoices and contracts for company executives and clients roster
- Maintained calendars for company executives and clients
- Oversaw inventory management for shows and mailers

2010 - 2019

### Specialty Area Coordinator

Cali-Camp Summer Day Camp

- Directly oversaw multiple staff members
- Oversaw and conducted weekly evaluations for staff members
- Responsible for all related equipment, and ensuring its safety on a required responsiveness and daily basis
- Managed high pressure situations

2011 - 2016

### Retail Manager

DiDio's Italian Ices

- Oversaw daily operations
- Trained incoming employees
- Managed all financial aspects of the business, including:
  - Daily banking
  - Employee salaries
  - Sales analysis

2012 - 2014

### Private Tutor

- Tutored a disabled high school student in the following subjects:
  - Mathematics
  - Chemistry
  - Physics
- Offered personal life coaching services and mentorship to disabled students

Fall 2012

## Website Developer

J&M Supplies

- Pulled data from multiple store catalogs
- Developed data into a concise Excel spreadsheet to be used by fellow web developers
- Personally catalogued over 30,000 item listings, via Excel