

## Contact

alexis.napoliello@gmail.com

[www.linkedin.com/in/anapoliello](http://www.linkedin.com/in/anapoliello)  
(LinkedIn)

## Top Skills

SharePoint

CSS

HTML5

# Alexis Napoliello

Application Analyst

New York, New York

## Summary

Application Analyst with heavy involvement in SharePoint administration, IT customer service, and UX Design. Collaborated and drove the project to improve design and functionality of primary application through automation of user submitted forms and corresponding workflows. Redesigned the help center area of application for improved user experience. Additional experience as a senior administrative assistant with extensive skills in graphic design, foundation in film, and traditional animation.

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## Experience

Nuveen

Application Analyst (SharePoint 2013)

August 2016 - Present

New York, NY

2016 – Present: Advanced to Applications Analyst with Nuveen, a TIAA affiliate company, as part of the GREAT Room Help Desk, a SharePoint based system that serves internal employees and external companies in Asset Management of investments that include Real Estate holdings and properties. Currently part of the Application Operations Support (AOS) team under John Mcvicar, VP, Sr. Manager, AOS.

Duties include:

- Wireframe and UI design of AMT SharePoint site
- GREAT Room Help Desk via SharePoint 2013
  - o Design and function of help section and Real Estate document libraries
  - o SharePoint management of access, design, and sub-site architecture
  - o User customer service with account and submission issues
  - o Creation and management of GREAT Room run book for application
- Weekend application support: autosys run jobs, triage incident alerts, correspondence with application teams on matters of support

TIAA

### Senior Administrative Assistant

2010 - 2016 (7 years)

New York, NY

2010 – 2016: Support provided to Bill Brucella and his directors in the Asset Management Technology organization of TIAA (TGAM) consisting of 500+ staff members.

Administrative Assistant duties include:

- Maintaining busy calendar for executive level manager
- Lead on event planning for the AMT organization
- Assisting with on-boarding, space allocation and first day set up for new hires in New York and New Jersey locations
- Extensive collaboration with Space Coordination Department on floor planning and cubicle design
- PowerPoint presentations and logistical/ technical set up for quarterly Town Hall meetings

### Fordham Law School

Executive Secretary

January 2009 - May 2010 (1 year 5 months)

New York, NY

### Bridge Records Inc

Graphic Designer

2001 - 2008 (8 years)

New Rochelle, NY

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## Education

### Pratt Institute

Bachelor's Degree, Film/Traditional Animation

### Loyola High School

High School Diploma