

Alexandra Steiner

Dedicated and hardworking college student with a strong collaborative work ethic. Skilled at managing and completing multiple tasks without direct oversight. Looking to gain professional, real-life experience in retail

Core Qualifications

- Meticulous problem solver
- Loyal team member
- Excellent communication skills
- Strong on-the-go adaptability
- Good computer skills

Work Experience

Internship with MakeSafe Tools

Spring 2019 - Present

- Developing automated testing equipment to quality check products during and after manufacturing processes
- Continuously ensuring that all completed items are thoroughly documented
- Represented MakeSafe Tools at several public and private events to boost product awareness

Communications Assistant with LMU's Media Relations Department

Spring 2018 - Spring 2019

- Analyzed and summarized news relevant to the university
- Regularly reviewed, edited, and posted event advertisements on online event services
- Collaborated with department employees to ensure that all tasks were completed by set deadlines

Undergraduate Research at Loyola Marymount University

Spring 2018 - Fall 2018

- Worked with graduate students to design and prototype specialized photonics equipment
- Communicated with teams working on projects dependent on our prototype to ensure compatibility

Contact Information

Mailing Address

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San Diego, CA 92131

Phone

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Email

psleine3@gmail.com

Education

Loyola Marymount University

Los Angeles, CA

Studying Computer Engineering

August 2017 - May 2019

The Gary and Jerri-Ann Jacobs High Tech High

San Diego, CA

High School Diploma

June 2017