AUBREE ALEXANDER

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SUMMARY

Information Management Administrator with a Full Stack Web Development Coding Bootcamp certificate from the University of Wisconsin Extended Campus. Background (Bachelor's degree) in Anthropology and Archaeology. Experience in strong communication, collaboration, and problem-solving. Ability to work in a fast-paced environment and learn quickly.

TECHNICAL SKILLS

Softwares/Platforms: GitHub, Visual Studio Code, Heroku, GitHub Pages
Software Languages and more: HTML, CSS, JavaScript, JQuery, Bootstrap, JSON, Handlebars, Angular, React.js, Express, MERN Stack, MySQL, MongoDB
Other: Cherwell, ServiceNow, ArcGIS

EXPERIENCE

Associate Information Management Administrator   August 2023 - present
American Transmission Company   Madison, WI
Support company with technical issues, enhancements, and projects related to Microsoft 365. Create and modify new Microsoft SharePoint libraries, lists, and sites, as well as manage permissions on sites. Work with different groups to identify manual processes and transition them to utilize SharePoint. Build Power Automate flows to incorporate into SharePoint sites. Also responsible for supporting other Microsoft applications such as OneDrive, Outlook, OneNote, Forms, Stream, and more.

Lead Human Resources Specialist/Lead, HR Onboarding   April 2022 - August 2023
Tegria Services Group   Madison, WI
Responsible for leading the team's HR Specialists in onboarding. Served as a liaison between multiple groups such as Sales, Talent Acquisition, Human Resources and more. Also served as a Subject Matter Expert (SME) in onboarding-related projects impacting multiple teams. Performed onboarding for new hires joining the organization as well as complex onboarding for our clients (healthcare organizations). Worked within multiple onboarding-relateds systems such as ADP, ServiceNow, SharePoint, Salesforce and more.
Key Accomplishments:
- Trained 2 new team members in onboarding while simultaneously performing existing tasks with high workload

Human Resources Specialist   June 2019 - April 2022
Tegria Services Group   Madison, WI

Bluetree Network was acquired by Tegria Services Group. Performed onboarding for the entire company of Tegria Services Group, including new salaried hires, hourly project-based employees, client (healthcare organization) onboarding, and contingent workers.
Key Accomplishments:
- Served as Subject Matter Expert (SME) for multiple projects to revamp the process in which we get onboarding requests.

Human Resources Coordinator   February 2019 - June 2019
Bluetree Network   Madison, WI
Assisted Human Resources Specialists with onboarding tasks such as background checks, medical test scheduling, and other administrative tasks.

Barista   May 2011 - February 2019
Crema Cafe   Madison, WI
Aided in the training of new workers, greeted and interacted with customers while working the cash register, prepared beverage orders, and opened and closed the cafe.

EDUCATION

Full Stack Web Development Certificate: University of Wisconsin Extended Campus   2022
A 24 week intensive Full Stack Web Development program focused on gaining skills in both front-end and back-end development.

Bachelor of Arts - Anthropology: University of Wisconsin - Madison   2015 - 2018
Certificate of Archaeology: University of Wisconsin - Madison   2015 - 2018
General Studies: Madison College, Madison, WI   2013 - 2015