

Noah Alexander

noahmvf@gmail.com

206 -473 -0534

EXPERIENCE AND OBJECTIVE

- ▲ I have three years of marketing/project research and coordinator experience with a focus on client-side marketing strategy, data analytics, and B2B negotiation. I want to transition my skills to a position on the more creative side that incorporates design and web skills.
- ▲ Technical skills: Advanced proficiency in Microsoft Office Suite, Adobe Photoshop, Premiere, and Illustrator, as well as Google, Apple, and Microsoft Cloud services, applications, and sharing platforms. Proficiency in HTML, CSS, and Javascript, intermediate proficiency in WordPress and Drupal.

EMPLOYMENT

- ▲ **Portage Bay Associates LLC Lead Property Manager/Associate (September 2017-present) –**
Managing a four-person house, triplex, and two houseboats
 - Manage and record rent and utility collection, create and update expense tracking and reports, print out and manage all leases and addenda, maintain an extensive contact list of technicians and contractors
 - Rented all units within a two month span using Zillow, Craigslist, and the Facebook housing groups. Contacted with approx. 10 potential renters per day, and conducted approx. 10-15 tours per week. Rented all units within two months
 - Am the acting liaison of all communication between tenants, contractors, and the company
- ▲ **Portage Bay Associates LLC Market Researcher/Search Committee (June 2017-September 2017)**
 - Conducted research and investment analytics on residential and commercial properties including GRI's, capitalization methods, as well as market data collection and comparisons
 - Researched land feasibility, zoning, and assessor data for properties and used this information to compose summaries of the viability of property investments
- ▲ **Complete Office: Merchandising Strategy Analyst (January 2017- June 2017) -** Four-month contracted project. Worked directly under the supervision of Complete Office's President. Formerly worked for Complete Office as a Part-Time Retail Sales Rep and Delivery Driver (during school breaks 2010-2013)
 - Conducted market and statistical analysis, used data-driven market strategy to develop a new pricing scheme for the office products department, and engaged in B2B negotiation on the supply chain side. Contacted approx. 20-25 Complete Office suppliers and wholesalers per day to discuss implementing direct deliverables, dropship programs, and modified pricing schemes.
- ▲ **Color Creative: Production Assistant (Interned Summer 2014, and Summer 2015)**
 - Edited videos using Adobe Premier, and Illustrator
 - Produced a published, 'Master' video for Xbox at: Pax Gaming Convention
 - Coordinated project schedules, managed project budgets, and scheduled appointments with contractors

EDUCATION

- ▲ **CodeFellows (March - May 2018) -** Full-time, intensive programming school with focus on JavaScript, HTML, CSS, and computer science concepts
 - 60-70 hours of programming websites per week
- ▲ **Tulane University, B.A. Political Science** (Class of 2015),
 - Cumulative GPA, 3.80, Magna Cum Laude
 - Ranked #40 best university in the United States by USNews
- ▲ **Universidad de Granada, Spain, Semester Abroad** (Fall semester, 2013)
 - Attended the Universidad de Granada in Spain during my junior year, taking a Spanish-fluent course curriculum as well as staying with a Spanish-speaking host family

*community service and business references on second page

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COMMUNITY

- ▲ **Associate/Case Manager Intern at Griffin Law Group** (Spring, 2015, New Orleans) - Griffin Law Group focused on the defense of underrepresented disabled children from low income families. I wrote two, full case summaries, and called on several clients every day to provide updates on cases, and to schedule meetings.
- ▲ **Presentation Coordinator at La Ventanilla de Salud** (Summer, 2014, Seattle) - volunteered at the Mexican Consulate in Seattle. Created and presented a Spanish-fluent, educational presentation on diet and fitness. Presented twice every day, four times a week to a group of around twenty to thirty people.

BUSINESS REFERENCES

- ▲ David Brozowski- Partner, Portage Bay Associates
 - 206-850-1014
 - portagebayrentals@gmail.com
- ▲ Dave Patterson- President, Complete Office
 - 206-628-0059
 - dpatterson@complete-office.com
- ▲ John Gunnar - Founder and Owner
 - 206-462-6400
 - john@portagebaycafe.com

PERSONAL REFERENCES

- ▲ Mary Love - Former professor and mentor in Political Science, Tulane University
 - 504-862-8315
 - mkane1@tulane.edu
- ▲ Ted Nark- Managing Director at KRG Capital Partners
 - 714-313-8500
 - tnark@krgcapital.com
- ▲ Mikal Thomsen- Principal at Trilogy Partners
 - 425-829-5555
 - mikal.Thomsen@trilogy-partners.net

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