

Hi, I'm **Alexa Kovachevich**.

It's nice to meet you!

Get in touch

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Take a look at my work

alexakovachevich.tumblr.com

Education

DePauw University, 2012
BA Philosophy bridge to Biology
Studio Art Minor

Honors

Summa Cum laude
Phi Beta Kappa

Skills

Photoshop
InDesign
Sketch Up
After Effects
Final Cut Pro
Analog and Digital Photography
Painting
PC & Mac
Microsoft Office
QuickBooks
Excel

E-Commerce Fulfillment Experience

Operations Analyst & Fulfillment Coordinator

Bark & Co. (BarkBox), New York, NY, Jan. 2016 – Present
Project manage kit builds and production timeline with warehouses, explore order data to predict inventory needs, execute monthly assignment process for 400k subscribers, operate automatic-fulfillment assignment process for 1000+ customers each day, communicate sales statistics to teammates and finance.

Fulfillment Coordinator

Bark & Co. (BarkBox), New York, NY, Jan. – Dec. 2015
Acted as the main contact between our office and our 3PL's warehouses, improved order processing efficiency, optimized AutoFill assignment, developed a backorder procedure, reported fulfillment bugs, managed inventory, created finance reports.

BarkHappy Customer Experience Representative

Bark & Co. (BarkBox), New York, NY, Oct. 2012 – Dec. 2014
Responded tactfully, thoroughly, and quickly to customer questions via email, phone and live-chat, updated support software, reported feedback to relevant teams.

Administrative Experience

Exhibition Design Assistant for "*The Cradle Project*"

Santa Cruz Museum of Art and History, Santa Cruz, CA, Dec. 2013 – Feb. 2014
Project coordinated temporary sculpture exhibit, designed gallery and layout of sculptures, installed exhibit, maintained schedule and budget, developed education room with art-making activities for visitors.

Participatory Exhibit Design Intern

Santa Cruz Museum of Art and History, Santa Cruz, CA, Sept. – Dec. 2013
Designed educational interactives to engage community members through active participation in the gallery space, fabricated interactives, handled and installed exhibitions, prepared exhibition labels, filed loan forms.

Community Programs Intern

Santa Cruz Museum of Art and History, Santa Cruz, CA, June – Aug. 2013
Collaborated with local artists to develop hands-on art experiences for monthly events, wrote lesson plans, engaged adults and children in art-making activities, trained and supervised museum volunteers.

School and Teacher Programs Intern

Museum of Contemporary Art, Chicago, IL, Jan. – May 2013
Provided administrative support to the Education Department staff, scheduled schools tours, welcomed students, maintained classroom studio, organized teacher development programs, designed self-guided tour, coordinated Teen Day.

Smithsonian Katzenberg Art Intern

National Museum of Natural History, Washington, DC, June – Aug. 2011
Acted as an art liaison for a sculpture exhibition in the science museum space, wrote exhibition manual for museum docents, developed a "Discover Cart" with hands-on activities to teach visitors about the science of bioluminescence.