

ALEXIS STEPHEN

647-984-5399 | alexisestephen@gmail.com

426 Arlington Avenue, Toronto, ON M6C 3A2
github.com/lexstephen | linkedin.com/in/alexisstephen

KEY QUALIFICATIONS

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|-------------------------|---|
| Computer Related | <ul style="list-style-type: none">▪ Advanced computer operator with Microsoft Windows OS (XP, 7, 8, 10), Microsoft Office, (Excel, Word, PowerPoint, Access and Outlook), Oracle XE, Eclipse, JDeveloper, NetBeans, PHPStorm, Adobe Photoshop, InDesign, and Illustrator▪ Experienced in the use of command line, FTP and version controlling▪ Demonstrates advanced proficiency using HTML 5, CSS3, JavaScript, Java EE and PHP; Intermediate proficiency in C#, PL/SQL.▪ Acquires new technologies quickly when implementing web frameworks such as jQuery, AngularJS, Node.js, Express, Less▪ Strong knowledge of object-oriented concepts, database management and web applications |
| Interpersonal | <ul style="list-style-type: none">▪ Highly analytical, with strong problem-solving skills▪ Relied on to identify patterns and conduct thorough testing▪ An organized, accurate multi-tasker who troubleshoots and identifies solutions quickly▪ Reliable and experienced performing administrative duties under tight deadlines▪ Productive team leader when motivating, planning and organizing group project work |

EDUCATION & PROFESSIONAL DEVELOPMENT

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|---|---|-------------|
| Computer Programmer Analyst Diploma | <i>George Brown College, Toronto ON</i> | 2016 |
| <ul style="list-style-type: none">▪ 3.99 cumulative GPA, Dean's Honours List▪ Projects included MVC web applications powered by CakePHP and AngularJS, analysis and planning of a hypothetical courier company to UML specifications, database development and implementation▪ Final year Capstone project of a Wordpress-style, responsive MVC web application, included all aspects of the project including requirement analysis, planning, development and implementation, allowing for content and member management, member registration, login and invoice tracking. Development of project used JavaServer Pages, JSP Standard Tag Library, Beans, Servlets, jQuery and MySQL; used Less to customize and compile Bootstrap | | |

RELATED PROFESSIONAL EXPERIENCE

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| Tutor (Java and PHP) | <i>George Brown College, Toronto ON</i> | 2016 - Present |
| <ul style="list-style-type: none">▪ Worked as a tutor on campus, assisting students in Java and PHP; primarily solidifying object-oriented programming | | |
| Student Junior Systems Analyst | <i>Legislative Assembly of Ontario, Toronto ON</i> | Summer 2015 |
| <ul style="list-style-type: none">▪ Tested applications in Oracle 10g and 11g environments, using sandbox, development, QA and pre-production databases▪ Demonstrated creativity when preparing testing scenarios and tracking mechanisms to verify that completed work behaved as expected and was recorded accurately▪ Verified Intranet and other private websites were updated to reflect URL changes▪ Performed appropriate server load/concurrency testing, when needed▪ After brief training on the application, entrusted to write test case matrix for LCRD because of quick and accurate work▪ Participated in Scrum stand-ups and demonstrations as part of CDB application upgrade▪ Was present for multiple sprints to take notes for the Sr. Analyst and to give feedback to client group after meetings, to determine options for future direction▪ Correctly and quickly updated HTML in CDB Weekly Notice Report to meet AODA compliance standards using PL/SQL▪ Relied on to assist Senior Systems Analyst in revising PL/SQL procedures to accommodate bilingual and accessible modifications▪ Demonstrated attention to detail when preparing training documents in the use of in-house applications for committee clerks and support staff and then provided technical support during the training session▪ Assisted in troubleshooting JavaScript, CSS and logic issues in Microsoft Dynamics CRM▪ Proficiently used JDeveloper to update database model▪ Proofread and edited documents before submission to Project Management Office | | |

RELATED PROFESSIONAL EXPERIENCE CONTINUED...

Freelance Web Developer & Graphic Designer *Self Employed, Toronto ON* **2012-2015**

- Provided ongoing support to a small business owner, using InfusionSoft and CustomerHub to engineer marketing campaigns, prepare email sequences, maintain a customer database and provide a members-only site for CoachGlenda.com
- Designed, built and implemented websites on private and corporate domains installing and maintaining Wordpress, Movable Type and other content management systems
- Maintained and improved Wordpress installation by adding mobile and SEO capabilities
- Assisted another small business owner from concept to deployment in building front-end and back-end components of VintageLivesGen.com
- Created original graphics, company logo, and a custom Wordpress theme. Additionally provided branded materials including letterhead and business cards
- On a now-retired website, offered an archive of over 100 free templates for bloggers to use, including fully customizable imageless designs which could be implemented by a novice with the click of a button.
- Additional side work included wedding, poster and invitation design, brochure layout, and image editing

Graphic Designer *Grand Occasions, Toronto ON* **2001**

- Prepared artwork from concept to execution for printing on promotional materials such as picture frames, champagne flutes and clothing. Designed and maintained company website and databases using ASP.NET and Dreamweaver in combination with hand coding

OTHER PROFESSIONAL EXPERIENCE

Sales & Marketing Coordinator (2012 - 2013) *Quadrant Cosmetics, Toronto ON* **2011 - 2013**

- Created original artwork using Adobe Photoshop and InDesign for publication in trade, consumer and web publications including the Globe & Mail, Cosmetics Magazine, and The Kit, increasing brand awareness and ensuring consistency in Toronto and VECTOM markets
- Creatively worked with Online Community Coordinator to roll out a social media plan including a Facebook community, Twitter account and newsletter
- Oversaw preparation of all necessary paperwork including training materials, marketing calendars, purchase orders, production schedules, work orders, sales reports and advertising for product lines
- Effectively and on tight schedules, ensured strong launches and increased sales while meeting budget targets
- Designed and edited presentations to promote brand and product awareness among staff and clientele
- Successfully coordinated all facets of preparations for trade shows

Sales Analyst (2011 - 2012)

- Prepared, analyzed and maintained daily, weekly and monthly retail and gross shipment reports
- Developed and expanded on existing Excel reports to provide more meaningful data and to make information accessible to all levels of computer users
- Coached coworkers in developing Excel, Photoshop and general computer skills
- Downloaded sales results using FTP and uploaded into Navision and Access
- Analyzed data to highlight trends and expectations for sales planning team.

Investigations Coordinator *Total Security Management, Toronto, ON* **2003 - 2011**

- Essential member of the team demonstrating organizational and leadership abilities in coordinating, training and scheduling staff. Fostered strong relations with clients and subcontractors across the country
- Designed complex but user-friendly Excel and Word-based forms used by staff, clients and subcontractors, reducing turnaround time of report submission

Office Assistant *The Strategy Institute, Toronto ON* **2002**

- Reliably and accurately performed various administrative duties such as preparing correspondence for President and Management staff, reviewing and processing orders, updating client databases, filing and directing invoices, and researching sales leads

~ References Available Upon Request ~