

Alexis Hicks

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(713)-412-2411

EDUCATION

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| July 2023 | Data Science Micro-Credential
Hewlett Packard Enterprise Data Science Institute , Houston, TX |
| Aug 2017 – August 2021 | Doctor of Pharmacy
University of Houston College of Pharmacy , Houston, TX |
| Aug 2014 – May 2017 | Undergraduate, Pre-Pharmacy
University of Houston , Houston, TX |

LICENSURE AND CERTIFICATIONS

Texas Pharmacist License
AHA Basic Life Support Certification
APhA Immunization Certification
Sterile Compounding and Aseptic Technique Certification

PROFESSIONAL EXPERIENCE

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| July 2022 – Present | Technology/MIS Project Manager
Alief ISD, Houston, TX <ul style="list-style-type: none">• Acts as System Administrator and technical support contact for multiple PowerSchool databases and management systems including the UnifiedTalent learning management system (~7000 active users) and the payroll management system (~7,000 current employees and ~33,000 previous employees)• Responsible for automated and manual data syncs between databases as well as server/cloud maintenance and configuration• Supports multiple teams within the District including Payroll and Benefits to incorporate all aspects of |
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employment into digital workflow build and LMS database

- Extracts, cleans, and analyzes data for performance evaluations and HR metrics in order to make informed and impactful business decisions
- Develops project pipelines and performs failure mode and effects analysis

Oct 2021 – July 2022

Technology/MIS Assistant Project Manager

Alief ISD, Houston, TX

- Used Agile Scrum methodology to organize and complete complex projects related to District employee and learning management system implementation and business process development.
- Built and implemented fully digital and logically robust workflow processes for all aspects of employee onboarding, offboarding, and performance evaluations
- Worked with records specialists, payroll, and benefits departments to create a digital workflow build that could be incorporated into existing business processes in order to improve efficiency and record keeping
- Utilized HTML and CSS for front-end form and website UI building and utilized Python, SQL, and Excel for maintaining PowerSchool and BusinessPlus databases
- Created an in-house style guide and developed an extensive library of product documentation and training resources for several user groups
- Conducted in-person and virtual training sessions for staff

June 2016 – Aug 2021

Audio Visual & Media Services Student Manager

University of Houston, Houston, TX

- Gained experience with stage lighting, audio consoles, and live mixes
- Programmed, cued, and ran sound and lights for live shows
- Assisted clients with conceptualizing and executing show lighting
- Performed computer and projector technical support/maintenance
- Recruited, selected, and trained new employees as well as supervised team members and delegated workload
- Oversaw client reservations, inquiries, complaints, billing, payment and

service requests and ensured client satisfaction within strict time frames

- Managed dynamic events and project collaboration with clients, team members, catering, and staff

Aug 2016 – Aug 2019

Audio Engineer

Nehemiah Community Church, Houston, TX

- Managed audio systems and their functionality and oversaw live audio mixes
- Assisted with budget, product research, and purchasing of speakers, microphones, sound boards, and other equipment
- Optimized sound using effects units, compressors, plug-ins, and other software

Aug 2016 – Aug 2019

Co-Music Director

Nehemiah Community Church, Houston, TX

- Selected program appropriate music in collaboration with co-music director, and the Pastor for services and special events
- Organized rehearsals, setlists, requests, and song rotations
- Prepared and performed arrangements for choir and band (drums, piano, keyboards, guitars, bass, drums, and brass)
- Utilized MainStage, GarageBand, and Studio One to enhance live performances
- Worked with both youth and adult singing groups

May 2015 – Aug 2015

Operations Manager

Pearwood Music School

- Taught piano and music theory to adult and youth students using comprehensive, ABRSM based pedagogy and lesson-plans
- Organized recital and reception events for students and guests
- Managed business promotion through social media and community outreach campaigns.
- Scheduled lessons and recording sessions for students and clients

Jan 2011 – July 2016

Assistant Music Director

Lane Tabernacle CME, Houston, TX

- Directed and worked with choir members during rehearsals and performances
- Performed solo piano arrangements as well as accompaniment for solo vocalists and choir

ADVANCED PHARMACY PRACTICE EXPERIENCES

Aug 2020 – Sept 2020

Geriatrics Outpatient Long-Term Care

Assure Rx Consulting, LLC, Pearland, TX

Preceptor: Jessica Davis

- Performed gradual dose reductions and psychotic monitoring
- Assessed resident fall risk and made recommendations to physician and care team
- Created an OTC formulary to reduce costs and prevent medication errors

Advanced Community Pharmacy

Sept 2020 – Nov 2020

Randalls Pharmacy, Houston, TX

Preceptor: Eduardo Gomez

- Participated in several off-site flu clinics
- Managed and ordered inventory
- Created staffing schedules for pharmacists and technicians
- Performed Rx and OTC counseling

Nov 2020 – Dec 2020

Pharmacy Management

Ben Taub Hospital, Houston, TX

Preceptor: David Wilson

- Piloted and improved patient in-house telepharmacy counseling program
- Gave weekly education to pharmacy staff during daily short huddles (allergies, C-II storage)
- Worked closely alongside administrator, manager, and supervisors daily
- Worked on the floor to understand hospital workflow and needs of pharmacists and technicians
- Worked closely with IT in order to perform data retrieval and analyzation

- Completed project improving missed cart fill doses by using data analyzation and statistical testing tools in Microsoft Excel

Jan 2021 – Feb 2021

Specialty Community Pharmaceutical Care

UTMB Health League City, League City, TX

Preceptor: Vinay Eapen

- Performed insurance prior authorizations and made evidence based, stepwise recommendations to physicians in order to optimize patient insurance coverage (commercial, Medicare Part B, Medicare Part D)
- Worked on specialty medication care regimens for transplant patients and patients with autoimmune diseases
- Created comprehensive health literature for pharmacy patients
- Created a computerized patient intake forms and database for Hepatitis C patients
- Assisted with 340B drug pricing program and CMS compliance as well as Class D clinic pharmacy operations
- Oversaw Class D clinic pharmacy operations as a part of UTMB Regional Maternal Child Health Program and performed internal audits in compliance with the State Board
- Completed necessary tasks in order to open new UTMB pharmacy such as registering with the State Board/DEA and filing contracts with PBMs to become a preferred network provider

Feb 2021 – Mar 2021

Advanced Hospital Pharmacy

Houston Methodist Continuing Care Hospital, Katy, TX

Preceptor: Connie Chiu

- Worked closely with clinical pharmacists and assisted with daily tasks
- Performed warfarin/anticoagulant and vancomycin monitoring and dosing using institutional protocol
- Made critical patient interventions by utilizing the VigiLanz clinical surveillance program

May 2021 – June 2021

Internal Medicine

Memorial Hermann Southeast, Houston, Houston, TX

Preceptor: Coby Finger

- Oversaw patient medication regimen and made appropriate recommendations to providers.

- Counseled patients on the risks and benefits of coagulation therapy
- Utilized electronic health records and informatics to optimize patient outcomes and utilized institution medication use guidelines and systems to support medication safety

June 2021 – Aug 2021

Ambulatory Care

Coram CVS Specialty Infusion Clinic

Preceptor: Edwin Tita, Christopher Bui

- Called patients weekly to check up on progress, symptoms, and need for surplus medical supplies
- Warehouse stocking and operations for mail out patients
- Infusion pump settings for patient
- Performed comprehensive DURs for new patients and monthly DURs for existing patients
- Formulated and taught a pharmacotherapy curriculum tailored towards pharmacy technician interns

PROFESSIONAL DEVELOPMENT

April 2023	Hewlett Packard Enterprise Data Science Institute - Data Visualization with Tableau and Paraview
March 2023	Hewlett Packard Enterprise Data Science Institute - Excel for Applied Data Science
June 2021	Hewlett Packard Enterprise Data Science Institute - Principles of Data Management
February 2021	Apexus 340B University
June 2020	U.S. Veterans Affairs – Program for Advancing Cognitive disorders Education for Rural Staff (PACERS)
November 2019	SNPhACON - Texas SNPhA Conference
July 2019	SNPhA National Convention
July 2019	Hewlett Packard Enterprise Data Science Institute - Scientific Programing with Python
June 2018	Geriatrics Long-Term Care Consulting Shadowing
February 2018	American Kidney Fund Health Coach Seminar and certification

Which State to Move To? – Tableau

May 2023

A data visualization dashboard to aid with relocation based on a variety of factors including climate, cost of living, and recent legislation.

New Hires Automated Reports – Python

April 2023

Two automated reports developed to reduce redundant and manual data entry for HR employees.

Amazon Reviews Sentiment Analysis – Python, Excel

March 2023

A research project aimed at developing a sentiment analysis model trained on Amazon product reviews.

Employment Contract Template – HTML, CSS

December 2021

An employment contract built with integration into the PowerSchool learning management system in mind.

Onboarding Checklist Completion Tool and Analysis Report – Excel

December 2021

A tool to calculate the percentage of incomplete tasks in a set of new hire checklists and a subsequent statistical analysis of that data.

Surnames, Race, and Ethnicity (2010 United States Census) – Power BI

January 2019

A visualization of surname data based on race and ethnicity, provided by the 2010 United States Census.

Heparin Dosing Calculator – Excel

December 2019

A tool to assist with the accurate dosing of heparin within a hospital setting.

No Means Yesn't (Google Chrome Extension) – JavaScript,

July 2019

A Google Chrome Extension that changes instances of the word “no” to its superior contracted form, “yesn’t”.

A twitter bot that reads J.D. Salinger's, *For Esmé – With Love and Squalor* a few lines at a time.