

# Rebecca L. Alley

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*Seeking technology positions to utilize my experiences and skills for the benefit of your company as well as for my personal and professional development. Looking for a dynamic work environment where I can contribute to successful company growth through my innovative ideas, dedication, and creativity.*

## EDUCATION

### **Bachelor of Science, Computer Science**

#### **Minors: Information Technology, Spanish**

University of North Carolina - Greensboro

GPA: 3.2      Expected graduation: May 2021

### **Bachelor of Science, Marine Science**

#### **Minor: Biology**

University of South Carolina - Columbia

GPA: 3.54      Graduated: May 2016

## EXPERIENCE

### **Domino's, Winston – Salem, NC**

*Assistant Manager:* March 2018 – Present

*Product Master:* December 2017 – March 2018

*Delivery Expert:* October 2016 – December 2017

- Improves corporate compliance score from failing to exceptional by developing labeling systems to reduce waste and expired products
- Trains new employees and managerial candidates
- Works with the team to provide exceptional customer service

### **A Bridge to Achievement, Winston – Salem, NC**

*Records Manager:* October 2018 – Present

- Manages CentralReach database and prepares files for audits
- Collects and organizes onboarding documents of clients and new employees
- Assures all employees are compliant with state training requirements

### **Monarch, Winston – Salem, NC**

*Community Services Specialist:* August 2012 – September 2016

- Taught adults with Autism personal and professional skills to obtain independence
- Utilized extensive paperwork to track consumers' skill development

## VOLUNTEER

### **Piedmont Down Syndrome Support Network, Winston – Salem, NC**

*April 2012 – September 2016*

- Researched fundraising plans and discovered GoodSearch and AmazonSmile
- Designed and published quarterly newsletter in Microsoft Publisher

## COMMUNITY ENGAGEMENT

**UNCG Hillel** – UNCG (Secretary: January 2019 – Present)

**iCan House** – Winston – Salem, NC (Student: September 2017 – August 2018)

**AARF** – Winston – Salem, NC (Foster Home: April 2018 – February 2019)

## SKILLS PROGRAMMING

Microsoft Word, PowerPoint, Publisher, Excel, Access; Spanish (intermediate)  
Java (beginner)