

Alejandra Alvarez

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An inspiring and experienced leader who is empathetic, responsive, and a quick learner. Seeking a challenging and exciting opportunity to apply my technical and project-management skills in a Management Information Systems or Product Management career field.

EDUCATION

Bachelor of Science in Business Administration, Management Information Systems GPA: 3.70
San Jose State University, San Jose, CA

May 2024

Relevant Coursework: Systems Analysis and Design, Introduction to Business Programming, Data Communication and Networking

Associate Degree-Transfer Business Administration, Economics, Social & Behavioral Sciences
West Valley College, Saratoga, Ca

August 2022-Present

TECHNICAL SKILLS

- **Technology:** Python programming: employed Python programming (loops, branching, file access, and error handling) and teamwork skills to develop a notebook-based project to access and analyze data from the web
- MS Word, PowerPoint, Excel, Jira, Slack, Zoom, Google Meet and LucidChart

PROJECT EXPERIENCE

Systems Analysis Case Study, SJSU

February 2023 – May 2023

- Conducted an analysis and design of a web store
- Created a baseline plan and analyzed client requirements
- Developed data flow and use case diagrams in LucidChart
- Completed the logical design of the database, studied the UI/UX aspect of the web design and proposed an AWS cloud system architecture

EXPERIENCE

Marketing Intern, FASTer Way To Fat Loss

June 2022 – August 2022

- Managed digital asset management systems (DAMS) to help the company better locate digital assets, and used Jira for project management in an effort to improve project tracking
- Collaborated with stakeholders and led interviews of 5 through Google Meet to find a digital asset management system to suit stakeholders' needs for the organization
- Planned and scheduled weekly meetings with the VP of Marketing to research and gather information on digital asset management systems to help improve digital asset management
- Developed and presented the best DAMS for FASTer Way to organize, access, upload, and share digital assets

Preschool Teacher Aide, Little Tree Montessori, Cupertino, CA

March 2017 – October 2020

- Conducted and led circle time in English for ages 2-4 years old
- Enhanced development and learning for 24 children by providing a balance of adult-guided and child-guided experiences to help meet educational milestones
- Experienced to lead and teach in a classroom of 12 children unsupervised

SKILLS

Bilingual: English and Spanish

ACTIVITIES

Member, Management Information Systems Association (MISA), SJSU
Member, Latino Business Student Association

February 2023-Present
August 2023-Present

Hobbies & Interests

- Tent Camping
- Hiking
- Blogging
- Reading