

JORDAN ALEXIS

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CAREER SUMMARY

Data Analyst with 5+ years of experience building scalable data solutions using Python, SQL, and Power BI. Skilled in transforming large datasets for clean, consistent reporting, developing self-serve dashboards and delivering ad-hoc analyses that drive operational efficiency. Proven ability to investigate data inconsistencies and implement process improvements to ensure data integrity.

AREAS OF EXPERTISE

- **Areas of Expertise:** Database Management, Debugging Skills, Problem Solving, User Interface, Software Testing, Web Development, Technical Writing, Scripting Languages, Object-Oriented, Code Optimization, SQL Queries, Python Programming, Java Development, Data Analysis, Data Visualization, Trend Analysis, Business Intelligence, Data Cleaning
- **Technical Skills:** HTML, CSS, JavaScript, Python, Java, SQL, Power BI, Talend, MySQL, MongoDB, Git, GitHub, Visual Studio Code, Postman, Adobe Illustrator, Adobe Photoshop, Adobe Premiere Pro, Adobe XD, Unix, Linux, Microsoft Office 365, Google Workspace

WORK EXPERIENCE

MORGAN STANLEY

Aug 2025 - Jan 2026

Data Analysis and Data Visualization Developer Apprentice

Manhattan, NY

- Developed applications using Python, SQL, Java, and JSON for data analysis, implementing data cleaning processes on large data sets to improve data quality.
- Processed large data sets containing over 10,000 rows by writing transformation scripts, applying data cleaning techniques and exposing new attributes for downstream analysis.
- Programmed data analysis solutions using Java, Python, and SQL to build business intelligence reports that streamlined trend analysis for stakeholders.
- Implemented Copilot integration solutions, streamlining development workflows and reducing time spent on repetitive coding tasks.
- Collaborated with development teams to create data visualization tools, transforming complex information into interactive dashboards and actionable insights.

TIP TOP SHOES

Dec 2023

Product Lister & Data Entry

Manhattan, NY

- Managed up to 100 product listings per month, cleaning and organizing product data to ensure accuracy and consistency across the e-commerce platform.
- Utilized Shopify e-commerce platform to efficiently manage product listings and optimize online store performance.
- Populated 5 key data fields per product listing, ensuring comprehensive and informative product descriptions for customers.
- Worked with databases up to 5GB in size, demonstrating ability to manage and organize large volumes of product data.

B&A APPLIANCES (FAMILY BUSINESS)

Jan 2020 - Mar 2025

Data Entry Associate

Brooklyn, NY

- Processed up to 50 records in the busiest month, ensuring accurate and timely data entry into company systems.
- Utilized Google Workplace and Microsoft Office 365 to efficiently manage and organize data for various projects.
- Collaborated with a team of 4 members on data projects, contributing to successful completion of deliverables.
- Contributed to data management processes, ensuring accurate and efficient data entry and organization to support programming and development initiatives.
- Leveraged SQL queries and analytics to track product inventory and performance, ensuring accurate records and enabling data-driven decisions on stock and ordering.

UNADAT

Jul 2021 - Aug 2021

Software Engineer

Remote

- Utilized AWS and PHP to develop and deploy scalable software solutions in a finance industry setting.
- Developed software applications that served up to 100 users in the finance sector.
- Implemented a Dark Mode feature, enhancing user experience and demonstrating proficiency in complex software development.
- Completed an average of 20 code reviews and pull requests per month, ensuring high-quality software deliverables.

WBAI RADIO 99.5FM NYC

Jan 2019 - May 2019

Spring Intern

Brooklyn, NY

- Collaborated with faculty members developing educational software applications for classroom instruction, enhancing computer programming skills while creating interactive learning tools.
- Implemented technical solutions utilizing coding languages for educational platforms, delivering effective digital resources which improved student engagement during lessons.
- Developed small programs designed specifically for elementary school curriculum needs, applying computer science principles toward solving real-world educational challenges.

- Worked alongside technology team integrating new systems into existing school infrastructure, troubleshooting issues while gaining valuable programming experience.
- Created custom scripts automating routine administrative tasks, reducing manual work by applying practical programming concepts learned through computer science coursework.

THE CHALLENGE PUBLISHER GROUP

Jul 2018 - Aug 2018

Multimedia Intern

Brooklyn, NY

- Produced multimedia content viewed by 10 people, gathering feedback to improve design and functionality.
- Created multimedia content using PowerPoint, Adobe Illustrator, and Publisher, developing technical skills transferable to programming work.
- Completed 1 multimedia project during internship, focusing on quality execution from concept through final delivery.
- Collaborated with design teams on coding interactive media elements for user experiences, integrating dynamic functionality into websites through programming languages.

BROOKLYN NEIGHBORHOOD IMPROVEMENT ASSOCIATION (BNIA)

Aug 2017 - Aug 2017

Office Assistant Intern

Brooklyn, NY

- Monitored daily timesheet submissions for staff, identifying missing or incorrect entries and updating records to ensure accurate payroll processing.
- Reviewed employee time cards against schedules to validate hours worked, flag discrepancies, and maintain compliant attendance records.
- Tracked pay-related data in Excel, organizing hours, rates, and adjustments to support timely and error-free paycheck calculations.
- Maintained organized digital logs of timesheet and payroll updates, improving visibility into staff hours and reducing follow-up questions from supervisors.
- Collaborated with technical staff to refine timesheet and payroll data entry processes, contributing to more consistent and reliable data across systems.

ST. JOHN'S RECREATION CENTER

Jul 2017 - Aug 2017

Multimedia Developer Intern

Brooklyn, NY

- Solved complex audio-video synchronization issues in multimedia projects, improving overall quality and user experience of final products.
- Utilized Adobe Premiere Pro, Filmora, CapCut, and BandCamp to create professional multimedia content for diverse project needs.
- Produced personal videos and created artwork of historical figures, developing skills in visual storytelling and digital content creation.
- Completed 5 digital projects during internship, delivering high-quality multimedia content that met client needs and project goals.

EDUCATION & TRAINING

BROOKLYN COLLEGE

Aug 2019 - Present

Brooklyn, NY

- Coursework:** Java, HTML, CSS, JavaScript

YEAR UP UNITED

Feb 2025 - Jan 2026

Software Development Training

Remote

- Coursework:** Excel, Business Writing, Public Speaking, Professional Skills, Software Development

BOROUGH OF MANHATTAN COMMUNITY COLLEGE

Aug 2017 - May 2019

Associate's Degree, Multimedia Programming and Design

Manhattan, NY

- Coursework:** HTML, CSS, Bootstrap, Java, JavaScript, Web Design, UX/UI

TCI COLLEGE OF TECHNOLOGY

Feb 2017 - May 2017

Manhattan, NY

- Coursework:** Credits Towards A.S Computer Systems, Networking, Telecommunications

BRAMSON ORT COLLEGE

Oct 2014 - Jan 2017

Brooklyn, NY

- Coursework:** Credits Towards A.S Computer Information Systems (Game Design)

LICENSES & CERTIFICATIONS

- COURSERA - Google Data Analytics Professional Certificate: Mar. 2026**
- YEAR UP UNITED - Career Pathways Certificate of Completion - Year Up United: Jan. 2026**
- YEAR UP UNITED/PLURALSIGHT - Java Focus – 12-Week Immersive Developer Academy: June 2025**