JORDAN ALEXIS

CAREER SUMMARY

Professional product management expert with strong experience in listing and optimizing products for various online platforms. Adept at leveraging market trends and analytical skills to drive sales growth. Known for exceptional team collaboration and flexibility in meeting shifting business needs. Skilled in inventory management, product categorization, and data analysis. Reliable and results-driven with keen focus on achieving business objectives.

WORK EXPERIENCE

Data Analysis and Data Visualization Developer Apprentice, **Aug 2025 to Jan 2026**
MORGAN STANLEY - Manhattan, NY

- Developed enterprise applications and data analysis solutions using **Java, Python, SQL, and JSON**, supporting trading, risk, and business workflows.
- Processed and analyzed datasets containing **10,000+ rows**, writing efficient code to transform raw data into actionable insights.
- Implemented **GitHub Copilot** and AI-assisted development workflows, reducing time spent on repetitive coding tasks and improving productivity.
- Collaborated with cross-functional teams in an **Agile environment** to deliver software enhancements and data-driven solutions for business stakeholders.

Data Entry Associate, **Jan 2020 to Mar 2025**
B&A APPLIANCES (FAMILY BUSINESS) - Brooklyn, NY

- Performed accurate data entry and managed up to **50 records per month**, maintaining high levels of data quality and attention to detail.
- Organized and maintained project data using **Microsoft Excel** and **Google Workspace**, improving accessibility and reporting efficiency.
- Collaborated with a team of four to complete data management projects on schedule and support business objectives.
- Developed and documented data entry guidelines and streamlined processes, increasing consistency, accuracy, and overall productivity.

Product Lister & Data Entry, **Dec 2023 to Dec 2023**
TIP TOP SHOES - Manhattan, NY

- Managed and updated product listings in **Shopify**, ensuring accurate titles, descriptions, pricing, and sizing information.
- Performed detailed data entry and maintenance of large product databases, keeping inventory and product information current and organized.
- Uploaded and managed product images while verifying listings matched inventory, style details, and product specifications.
- Streamlined monthly product catalog updates, improving the accuracy and consistency of product information across online sales channels.

CONTACT

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WEBSITES, PORTFOLIOS, PROFILES

- linkedin.com/in/jordan-alexis
- https://github.com/Jordan721
- https://jordan721.github.io/Jordan_Alexis/

AREAS OF EXPERTISE

- Microsoft office proficiency
- File management
- Records management
- Excel expertise
- Data reporting
- Database search and data entry skills
- Data entry specialist
- Data entry error correction
- Data collection
- Fast learner
- Proofreading
- Data reconciliation

Software Engineer, **Jul 2021 to Aug 2021**
UNADAT - Manhattan, NY

- Developed and deployed software applications using **AWS and PHP**, delivering scalable solutions in a financial services environment.
- Built and maintained applications supporting **100+ users**, enhancing functionality and overall system performance.
- Implemented key user-facing features, including **dark mode**, improving user experience and application usability.
- Conducted an average of **20 code reviews and pull request evaluations per month**, maintaining code quality and supporting reliable software releases.

Spring Intern, **Jan 2019 to May 2019**
WBAI RADIO 99.5FM NYC - Brooklyn, NY

- Collaborated with faculty and technology teams to develop educational software applications and interactive digital learning tools.
- Designed and implemented technical solutions for educational platforms, improving student engagement and classroom instruction.
- Developed custom programs and scripts to support elementary school curriculum needs and automate routine administrative tasks.
- Integrated new technologies into existing school systems, troubleshooting technical issues and ensuring reliable application performance.

Multimedia Intern, **Jul 2018 to Aug 2018**
THE CHALLENGE PUBLISHER GROUP - Brooklyn, NY

- Collaborated with design teams on coding interactive media elements for user experiences, integrating dynamic functionality into websites through programming languages.
- Created multimedia content using PowerPoint, Adobe Illustrator, and Publisher to build 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 to code interactive media elements for user experiences and integrate dynamic functionality into websites through programming languages.

Office Assistant Intern, **Aug 2017 to Aug 2017**
BROOKLYN NEIGHBORHOOD IMPROVEMENT ASSOCIATION (BNIA) - Brooklyn, NY

- Updated and maintained digital timesheet systems, ensuring accurate payroll records and resolving missing or incomplete entries.
- Processed and verified **20+ documents per week**, maintaining data accuracy and strong attention to detail.
- Utilized **Microsoft Excel** to manage electronic timesheets, track records, and maintain data integrity across administrative processes.
- Collaborated with staff to input and maintain client information in databases while supporting front-desk operations and record management.

Multimedia Developer Intern, **Jul 2017 to Jul 2017**
ST. JOHN'S RECREATION CENTER - Brooklyn, NY

- Created and edited multimedia content using **Adobe Premiere Pro, Filmora, CapCut, and BandLab**, producing high-quality digital assets for various projects.
- Solved audio-video synchronization and technical editing challenges, improving the quality and user experience of multimedia productions.
- Developed multimedia assets for recreation programs, community events, and promotional campaigns, supporting outreach and engagement efforts.
- Completed **5+ digital projects** during the internship, delivering video, audio, and graphic content that met project goals and stakeholder needs

EDUCATION & TRAINING

Bachelor of Arts, **Multimedia Computing And Information Science**, **Expected in May 2028**
BROOKLYN COLLEGE - Brooklyn, NY
Coursework: Java, HTML, CSS, JavaScript

Software Development Training, **Jan 2026**
YEAR UP UNITED - Manhattan
Coursework: Excel, Business Writing, Public Speaking, Professional Skills, Software Development

Associate's Degree, **Multimedia Programming and Design**, **May 2019**
BOROUGH OF MANHATTAN COMMUNITY COLLEGE - Manhattan, NY
Coursework: HTML, CSS, Bootstrap, Java, JavaScript, Web Design, UX/UI

Coursework: Credits Towards A.S Computer Systems, Networking, Telecommunications May 2017
TCI COLLEGE OF TECHNOLOGY - Manhattan, NY

Coursework: Credits Towards A.S Computer Information Systems (Game Design) Jan 2017
BRAMSON ORT COLLEGE - Brooklyn, NY

LICENSES & CERTIFICATIONS

- COURSERA - Google IT Support Professional Certificate Oct. 2026
- 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