

# JORDAN ALEXIS

Brooklyn, NY | (646) 625-8972 | [alexisjordan842@gmail.com](mailto:alexisjordan842@gmail.com) | [LinkedIn](#) | [GitHub](#) | [Portfolio](#)

## CAREER SUMMARY

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IT support enthusiast with 5+ years in technical environments and hands-on experience troubleshooting Windows and A/V systems. Skilled in device imaging and configuration, Microsoft Office applications, and delivering clear user guidance while managing IT documentation and collaborating effectively in fast-paced settings.

## AREAS OF EXPERTISE

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- **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
- **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
- **IT Support & Operations:** Windows Operating System, Hardware Imaging, Audio/Visual (A/V) Support

## WORK EXPERIENCE

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### MORGAN STANLEY

Aug 2025 - Jan 2026

#### *Data Analysis and Data Visualization Developer Apprentice*

Manhattan, NY

- Developed applications using Python, SQL, Java, and JSON programming languages for data analysis projects, enhancing skills needed for computer programming roles.
- Processed large data sets containing over 10,000 rows using Microsoft Excel, writing code to transform raw information into useful programming outputs.
- Programmed data analysis solutions using Java, Python and SQL, creating efficient code for processing complex information sets.
- Implemented Copilot integration solutions, streamlining development workflows and reducing time spent on repetitive coding tasks.
- Collaborated with development teams to create data analysis tools, transforming complex information into actionable insights for business stakeholders.

### TIP TOP SHOES

Dec 2023

#### *Product Lister & Data Entry*

Manhattan, NY

- Managed up to 100 product listings per month, ensuring accurate and up-to-date information for 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 on Windows operating system, 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.

### UNADAT

Jul 2021 - Aug 2021

#### *Software Engineer*

Remote

- Utilized AWS and PHP on Windows operating system 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*

- Updated digital timesheet systems when entries were missing, ensuring accurate pay calculations through systematic data correction.
- Worked with timesheet data and payroll numbers, gaining experience in data handling that transfers directly to programming careers.
- Processed 20 documents weekly, developing attention to detail and data management skills valuable for programming work.
- Used Excel spreadsheets to manage electronic timesheets, building key digital skills needed for computer programming roles.
- Collaborated with technical staff for inputting client information into databases while learning basic programming concepts during office internship.

## **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**