

Alexis De Jesus

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CAREER OBJECTIVE

CIS major with a concentration in Business Process Management, seeking a job as a Business Analyst, to apply technical skills to improve workflow and business performance.

EDUCATION

University of Louisville - Louisville, KY | Expected May 2026

Bachelor of Science in Business Administration (BSBA), Computer Information Systems
Concentration in Business Process Management | Cumulative GPA: 3.80

SKILLS

- Process and Analysis: Business Process Modeling, Workflow Optimization, Data Analysis, Requirements Gathering
 - Technical Tools: Microsoft Excel (Certified), Microsoft Word, PowerPoint, Wix Studio, SQL, C#
 - Business and Communication: Project Management, Client Communication, Team Leadership
 - Languages: American Sign Language (basic)
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Experience

Leader of the Christian Society for the Deaf (CSD) | Iglesia Ni Cristo (Volunteer)

January 2022 - Present

- Led a 3-member team to plan, coordinate, and deliver sign language presentations, demonstrating adaptability in a leadership role without prior experience.
- Facilitated team meetings to define objectives, track progress, and assign responsibilities.
- Researched and translated information into accessible learning materials, increasing audience engagement.

Finance Department Member | Iglesia Ni Cristo (Volunteer)

February 2018 – Present

- Collaborated with senior members to streamline reporting workflows, improving accuracy and efficiency.
- Maintained compliance with established procedures to ensure accuracy and accountability within the department.
- Trained and onboarded new finance members, standardizing practices in the department.

Web Designer/Developer | Nonprofit Website Redesign (Class Project)

January 2025 – April 2025

- Collaborated with a five-person team to redesign a nonprofit website, aligning the project with our client's needs.

- Improved site workflows by creating user-friendly layouts, intuitive navigation, and mobile optimization.
 - Communicated regularly with stakeholders to incorporate feedback and ensure satisfaction.
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Awards and Honors

- Dean's List, University of Louisville (Fall 2022 – Present)
- Dean's Scholar, University of Louisville (Spring 2025)
- Trustee's Scholarship, University of Louisville (Fall 2022 – Present)
- Valedictorian, Jeffersontown High School (Spring 2022)