

Alexandra M. Sanders

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(412) 616-0836

OBJECTIVE:

Seeking full-time position for Management or IT Analyst

EDUCATION:

Penn State, The Behrend College

Expected May 2016

Bachelor of Science in Management Information Systems

WORK EXPERIENCE:

Urban Lending Solutions (Junior Research Analyst)

6/2013 – Present

- Update files from Gators
- Check gators and company network for accuracy with loans and mortgages
- Endured long work hours, overtime up to 15 hours weekly
- Project department deadlines
- Worked in the billing and filing department

Penn State Behrend (Office Assistant)

9/2014 – Present

- Fax, file, scan
- Part-Time worker, Full-time student 13 hours weekly additional
- Worked on preparing for weekly events
- Project department deadlines
- Trusted with confidential information

Workforce Development Global Alliance (Intern)

1/2012 – 8/2012

- Proposing ideas for monthly newsletters
- Raising funds for young adults
- Speaking with the public, making phone calls, talking with volunteers
- Email and contact other companies, organizations
- Research information for boss

LEADERSHIP EXPERIENCE:

Human Relations Programming Council Secretary

Spring 2015 – Present

FASTSTART Friend Behrend

Fall 2013 – Spring 2014

Management Fundraising (Barber National Institute)

Fall 2013

Orientation Leader Behrend

Fall 2013

COMPUTER SKILLS:

Windows 7, 8, 8.1, Vista

Microsoft Office

Dreamweaver

Python

AtClose

Gators

PowerDesigner

Visual Studio

SAP

Oracle

COURSES TAKEN:

Management Information Systems

Database

Web Development

Statistics

Management

ACTIVITIES:

National Society of Black Engineers

Fall 2012 – Present

Human Relations Programming Council

Spring 2015 – Present

HONORS/AWARDS:

Pittsburgh Promise Scholarship

Fall 2012 – Spring 2016

Catherine and Mark Loevner Scholarship

Fall 2012 – Spring 2013

OTHER EXPERIENCE:

Subway, Peach Street, Erie, PA

1/2013 – 5/2013