

Alejandro J. Suarez

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OBJECTIVE

Actively pursuing early career roles in Information Technology, Data, or Business Analytics, where I can leverage my technical skills to achieve business objectives and share my diverse experiences from industry, academics, and athletics in a fast-paced corporate environment.

EDUCATION

Monmouth University – West Long Branch, NJ

Bachelor of Finance, Minor in Information Technology | GPA 3.64

Expected 2025

- **Awards:** Dean's List Honor Roll, Academic Excellence Scholarship Recipient
- **Relevant Coursework:** Data Management Analytics | Business Statistics | I.T. for Business | Internet & Network Technology | Operations Management

TECHNICAL SKILLS

- **ITIL, HTML, CSS, JavaScript, Node.js, Notepad ++, GitHub, R/RStudio, Python, ServiceNow, MS Excel, MS PowerPoint, Planview PPM Pro, Bloomberg Terminal (BMC)**

EXPERIENCE

IT Portfolio Management Co-Op

Church & Dwight Co. – Ewing, NJ

August 2024 – Current

- **KPI Validation:** Engaged and interviewed 12 cross-functional stakeholders to validate IT Project portfolio information (38 Projects), leveraging Planview to identify ROI and financial metrics.

IT Service Delivery Intern

Church & Dwight Co. – Ewing, NJ

May 2024 – August 2024

- **KPI Data Analysis:** Developed and analyzed 400,000 incident reports spanning January 2023 through YTD 2024, cleaning data with RStudio, sorting based on keyword frequency, and building customer-facing reports in ServiceNow using update sets.
- **Knowledge Base Optimization:** Developed audit processes and streamlined workflows to ensure 1,000 articles were accurately categorized, approved, updated, and retired, driving customer experience direct access.

IT Field Technician

JPMorgan Chase & Co. (through New Era Technology) - New York City

August 2022 – May 2024

- **IT Support Excellence:** Delivered robust onsite IT support for JPMorgan Chase, upholding system performance and reliability.
- **System Implementation:** Spearheaded smooth IT installations and upgrades, aligning modern technology seamlessly with business workflows.
- **Technical Documentation:** Crafted detailed technical procedures and reports, enhancing organizational knowledge, and driving process optimization.

LEADERSHIP & COMMUNITY

- **ALPFA Member** (2024-Current) – Monmouth University Chapter.
- **Monmouth University Division I Men's Soccer Team** (2021-2022) – Defender.
- **Monmouth Student-Athlete Advisory Committee Member** (2021-2022) – Participated in the planning and executing athlete-run workshops for student-athletes.
- **Executive Mentorship Program** (2023-2024) – Selected to participate as a mentee, attending year-round meetings.
- **Church & Dwight Student Ambassador Program** (2024) – Participated in corporate branding initiative to attract future interns and promote program awareness.