

ALYSSA HARTFORD

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SUMMARY

CAPM certified recent graduate from the University of Alberta, I am highly motivated and dedicated with a strong desire to learn and grow my skill set. I have participated in a wide variety of case competitions and have a experiences in multiple types of business environments. I am confident in my ability to bring my strong work ethic and passion for learning to this role and I am eager to apply my skills in a dynamic and challenging environment.

EDUCATION

BCom in Business Technology Management and minor in Operations Management (3.9 GPA)

University of Alberta, Edmonton, AB. Graduation date: April 2023

- Completed a research paper project on Maritime Industrial Cybersecurity Policies and Practices. Explored if/how cyber policies have affected the safety of industrial systems on board vessels.
- Taken courses on business analysis, project management, data analysis, process improvement, telecommunications, and coding courses in VBA, Python, SQL, and R.

Certified Associate in Project Management (CAPM), PMI (2023)

PROFESSIONAL ACHEIVEMENTS

Co-President of the University of Alberta BTM Club (2022-2023)

- Organized and managed the BTM x Accenture Case Competition where we had 100 participants, making it one of the largest internal business case competitions at the University of Alberta in 2023.
- Oversee all club activities and events ensuring sponsors and students are engaged.

VP Academic of the University of Alberta BTM Club (2021-2022)

- Organized the BTM x AlbertaSat Case Competition where I partnered with the student group AlbertaSat to challenge participants on improving AlbertaSat's recruitment and knowledge management.

1st Place in the 2023 Alberta Internal Case Competition (AICC)

- Created a solution on how to migrate all paper documents to an online web portal hosted on the AWS cloud service.
- Implemented a cyber security plan for the company.

3rd Place in the 2022 Australian Undergraduate Business Case Competition (AUBCC)

- Created a future focused strategy for the National Center for Indigenous Excellence on how they can survive without government support.

2021 Thammasat Undergraduate Business Challenge (TUBC)

- Created a solution on how the company Grab can increase their competitiveness by expanding their location offerings across Thailand during the COVID-19 pandemic.

JDCWest Delegate (Multiple Occasions)


- Business Strategy Delegate for Alberta JDCWest 2021
- International Business Delegate for UNBC JDCWest 2020 & 2019

TECHNICAL SKILLS & LANGUAGES

<u>Technical Skills + Coding</u>	<u>Languages</u>
<ul style="list-style-type: none">• Python, SQL, R, VBA• Tableau, PowerBI, Excel – Data visualization tools.• MS Office 365, Google Suite• Active Directory & KACE system device management• SDLC & Agile methodology• NIST Framework & application	<ul style="list-style-type: none">• French - Fluent (Francophone)• Mandarin Chinese - Intermediate. Learned by participating in Rotary Youth Exchange in Taipei, Taiwan (2016/2017)

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WORK EXPERIENCE

FSWEP Program – Digital Services Branch (Sept 2022 – March 2023)

Public Services and Procurement Canada (PSPC), Remote

- Supported the Client Executive Service team for the procurement of various IT projects.
- Assisted in developing project proposals on Power BI, and AWS to be approved by the department.

Teaching Assistant (BTM 311 TA) (Sept 2021 – April 2022)

University of Alberta, Edmonton (AB)

- Organized and led help sessions for students working on their assignments and tended to students during lab sessions.

IT Summer Student (May 2021 – Aug 2021)

Sinclar Group Forest Products Ltd., Prince George (BC)

- Responsible for device set-up and management using KACE and Active Directory.
- Responded to service tickets and managed the tape drive in the server room.
- Initiated a digital signature procurement project for the HR department.

Ski Instructor (Dec 2015 – Feb 2022, Seasonal)

Hart Snow School, Prince George (BC)

- Created group lessons for children aged 6-8, and for adults 15+.
- Required to act quickly in dangerous situations to ensure the safety of my students. Had to think critically in difficult situations while managing a group of people.

VOLUNTEERING

Kitchen Volunteer at Warszawa Central Railway Station (June 2022)

Warsaw, Poland

- Helped hand out food to Ukrainian refugees entering Poland at the Warsaw main train station.

Chillin For Charity – UNBC JDCWest (2018, 2019)

Prince George (BC)

- Raised \$30,000 each year in partner with Spirit of the North Healthcare Foundation in Prince George for specialized medical equipment.

Salvation Army Christmas Kettle Bell (Nov-Dec 2017-2019)

Prince George (BC)

- Helped to raise money for the Salvation Army during their Christmas Kettle Bell campaign.

Evacuee Registration – BC Wildfire Crises (July-Aug 2017 & 2018)

Prince George (BC)

- Responsible for registering individuals and families into the program.
- Provided information and directed people to available support services.