

Alexis Warren

lexis.lynn9@gmail.com | (757) 287-5029 | Norfolk, VA 23517

EDUCATION

Tidewater Community College - *Associate of Science: Engineering* Expected May 2021 | GPA 3.375

Norview High School - *Advanced Studies Diploma* June 2018 | GPA 4.3

SKILLS

- Proficient in: Microsoft Excel, MATLAB, Autodesk Inventor, Siemens NX
- Programming languages: Java, C++, Python

WORKPLACE DEVELOPMENT

NASA L'Space Mission Concept Academy August 2020-December 2020

- Designed a mission to Enceladus to map surface and subsurface terrain with seven teammates.
- Received training on Siemens NX 3D modeling software.
- Wrote a preliminary design review describing the science objectives, spacecraft design, and payload.

CERTIFICATIONS

- NX CAD Design Academic Certification January 2021

EXTRA-CURRICULARS

FIRST Robotics Norview High School 2014-2018

- Designed robot parts using Autodesk Inventor.
- Fabricated both field pieces and robot parts using shop tools.
- Won both a district competition and a creativity award in 2017.

WORK EXPERIENCE

University of Virginia, Charlottesville VA - *Conference Assistant*

May 2019 - August 2019

- Created Excel spreadsheet templates to track the progress of conference activities.
- Responded to customer inquiries about housing accommodations and university services.
- Delivered after-hours customer service to resolve customer problems and complaints.

Norfolk Cares Center, Norfolk VA - *Office Assistant*

June 2018 - August 2018

- Digitized and organized files for easy updating and retrieval.
- Created and distributed promotional materials at city events.
- Recorded city maintenance information to enhance daily operations and support customer needs.

ADDITIONAL INFORMATION

- Winner of the Hack Kosice Digital Hackathon for the best use of Google Cloud
- Winner of the COVID-19 Global Hackathon 1.0 as a highlighted project
- Volunteered over 200 hours at the Virginia Zoo