

# Alessandra Bennett

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123 Main St, Houston, TX 77001

## SUMMARY

Detail-oriented professional with over 4 years of experience in program management and talent acquisition. Skilled at coordinating global initiatives and enhancing communication strategies. Proven ability to manage multiple projects while fostering collaboration among diverse teams. Actively contribute to workforce development, committed to delivering results that align with organizational goals. Eager to support apprenticeship programs within a dynamic matrixed environment where communication, stakeholder coordination, and process improvements are vital for success in evolving structures.

## EXPERIENCE

### Program Coordinator

January 2025 - Present

University Project

Remote

Coordinated a university internship program aimed at enhancing student involvement and career preparedness. Facilitated clear communication between students and stakeholders to optimize the program's impact. Supported continuous improvement efforts through systematic feedback and innovative ideas.

- Spearheaded the coordination of a university internship program, enhancing student engagement by 30%.
- Developed communication materials and reported on program updates to stakeholders, ensuring transparency in operations.
- Collaborated with faculty and industry partners to align internship opportunities with student career goals.
- Implemented process improvements that streamlined application tracking and selection procedures.
- Conducted training sessions for participants on program expectations and professional development.
- Analyzed participant feedback to refine processes, significantly improving user satisfaction scores.

### Talent Program Developer

June 2024 - December 2024

Academic Research

Remote

Contributed to research initiatives focusing on early-career recruitment strategies within regional markets. Engaged various stakeholders to ensure alignment and effectiveness of proposed methodologies. Produced data-driven insights using advanced analytical tools to facilitate informed decision-making.

- Assisted in the execution of a research project focusing on early-career recruitment strategies.
- Utilized Power BI to analyze data trends and present findings to academic and industry stakeholders.
- Engaged with local businesses to establish partnerships for student internship placements.
- Facilitated workshops on resume building and interview techniques for students entering the job market.
- Communicated clearly with stakeholders to ensure program objectives were met efficiently.
- Gathered qualitative feedback post-workshops to adapt content for future sessions.

### Project Lead

March 2024 - May 2024

Hackathon Project

Remote

Led a team during a hackathon designed to address challenges within apprenticeship frameworks. Focused on developing practical solutions to improve candidate progress tracking throughout their apprenticeships. Presented innovations to an audience, securing commitment from stakeholders for further exploration.

- Led a diverse team in a hackathon aimed at developing solutions for enhancing apprenticeship programs.
- Designed a prototype application for tracking candidate progress and feedback during apprenticeships.
- Presented the final product to a panel of judges, receiving commendation for innovation and practicality.
- Collaborated with mentors to refine project goals and ensure alignment with industry standards.
- Integrated best practices in agile project management to meet delivery timelines effectively.
- Focused discussions on scalable integration challenges for future iterations of the application.

## LEADERSHIP & AWARDS

- Dean's List, University of Texas at Austin, 2024
- First Place, Innovation Hackathon, 2024

## EDUCATION

Bachelor of Science in Business Administration

2026

University of Texas at Austin GPA: 3.8

Austin, TX

**Coursework:** Marketing, Project Management, Human Resources, Data Analysis

## CERTIFICATIONS

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- Google Project Management Certificate 📅 2025
- Microsoft Excel Certification 📅 2025

## TECHNICAL SKILLS

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- **Project Management Tools:** Smartsheet, Trello, Workday
- **Data Visualization Tools:** Power BI, Tableau, Google Data Studio
- **Communication Platforms:** Microsoft Teams, Slack, Zoom
- **Office Applications:** Word, Excel, PowerPoint
- **Recruiting Platforms:** LinkedIn Recruiter, Handshake, Indeed
- **Process Improvement Methodologies:** Lean, Agile, Six Sigma
- **University Collaboration Tools:** Canva, Google Suite, JIRA
- **Candidate Tracking Systems:** Greenhouse, BambooHR, ApplicantPro
- **Analytical Tools:** Excel, Power BI, SQL
- **Methodological Standards:** SMART Goals, KPI Frameworks, OKRs

## SKILLS

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- Program Management
- Project Coordination
- Talent Acquisition
- Communication
- Data Analysis
- Smartsheet
- Power BI
- Microsoft Excel
- Stakeholder Engagement
- Excel Reports
- Presentation Skills
- Workshop Facilitation
- Mentoring
- Career Development
- Research Strategies

## PROFESSIONAL AFFILIATIONS

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- Member, Student Government Association, 2023-Present
- Volunteer, Local Community Mentorship Program, 2023-Present

## LANGUAGES

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- English (Native)
- Spanish (Proficient)

## ADDITIONAL INFORMATION

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**Work Status** : Authorized to work in United States. No sponsorship required.

## REFERENCES

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AVAILABLE ON REQUEST