

**ALEXANDRA CARLSON**  
2 E Oak St, Chicago, IL 60611  
(262) 365-4289  
alexandra@koha.life

## **EDUCATION**

**University of Richmond**, Richmond, VA, May 2016

*Bachelor of Arts in Physics*, Minor in Business Administration, GPA: 3.15

- Senior Thesis: *How Radioactive is Lake Michigan?*, Collected samples from beaches along Lake Michigan and used a High Purity Germanium Detector to determine the radioactivity levels in Lake Michigan
- Studied Abroad: National University of Ireland- Galway, Galway, Ireland, Fall 2014

## **WORK EXPERIENCE**

*Chief Technology Officer*, **KOHA**, Chicago, IL, July 2016-Present

- Establish the company's technical vision and lead all aspects of the company's technological development
- Developed a comprehensive brief outlining functionality, flow and creative for the KOHA app, website, and back end software
- Interfaced with creative team to engineer the look and feel of the KOHA app
- Project managed the coding of the KOHA app, website, and back end by interfacing with third party software engineers on a daily basis, requiring a solid understanding of business applications and basic coding
- Extensively tested all functions of the KOHA app and the back-end systems

*Teaching Assistant*, **University of Richmond Physics Department**, Richmond, VA, August 2015- May 2016

- Assisted with the lab section of General Physics with Calculus I and II
- Instructed students under the direction and guidance of a professor
- Provided general support and one-on-one assistance
- Graded and provided the solutions to all problem sets in a timely manner

*Telemarketer*, **Bennett Direct**, Milwaukee, WI, May-July 2015

- Prepared sales pitches for potential fine arts donors
- Improved sales pitches based on reactions from potential donors
- Processed donations, updated client information through the Campus Call System and tracked personal sales

*Camp Counselor*, **Camp Alice Chester**, East Troy, WI, June-August 2013

- Organized and lead a variety of small and large group activities such as crafts, nature, songs, games, and swimming
- Developed solutions for camper conflicts
- Communicated with parents about participant's experiences and reported concerns to camp administration
- Maintained accurate program records including first aid reports, inventory documentation, and daily attendance

## **OTHER EXPERIENCE**

*Junior Board Member, **Secure Futures**, Chicago, IL, January 2018-Present*

- Teach a financial literacy class session to a Chicago Charter school each year
- Meet quarterly to discuss ways to improve Secure Futures

*Richmond Physics Olympics, **University of Richmond Physics Department**, Richmond, VA, April 2013-2016*

- Organized and led a physics problem solving station
- Performed any necessary tasks as directed by the head of the department

## **SKILLS**

Extensive experience with Excel

Proficient with all Microsoft Office applications, Mathematica, and SPSS

Proficient in Spanish and Greek