

Alexa Martin Del Campo

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WORK EXPERIENCE

Knowledge Exchange Coordinator - Center for Sustainable Infrastructure August 2023 - Present

- Developed travel itineraries
- Organized study tours, business dinners, and hotel reservations
- Managed social media platforms on LinkedIn
 - o increased followers by 104% within 60 days
 - o increased page visits by 25% within 60 days
- Digital content creator
 - o Filmed and edited over 15 short videos to drive awareness of industrial symbiosis through Veed.io software
 - o Created infographic travel guides via Canva and Adobe Premiere Pro

Operations Manager II - Amazon Jan 2021 - May 2023

- Compared historic and current shift efficiency data to reallocate resources, identify process improvements, and progressively increase site efficiency
- Managed a four-month project to establish a set rate and perfection plan for our most labor-intensive path
 - o Analyzed data from >260 individuals and performed Takt time study to establish baseline
 - o Created, tested, and implemented rate improvement guide as a resource for peers
 - o Saved the site \$84k average monthly as a result of process improvement
 - o New standard work was adopted network-wide
- Supervised a team of 80+ while maintaining even flow with other departments and support teams
- Community engagement leader for OLM1
 - o Executed glidepath to reach target goal of 1000 hours of service and 500 associates engaged
- Pallet receive Process Path Owner - established labor tracking standards and rates site wide
- Developed an excel spreadsheet to track facility UPP/BPS leading to a 60% increase in trailer utilization

Dispatcher - Absolute Flood Response Dec 2019 - Dec 2020

- OSHA 10 Certified
- Collaborated with third party company to schedule testing and increase sales
- Created and implemented accountability methods for technicians
- Communicated with water supervisor to dispatch technicians to worksites in a timely manner
- Maintained records related to testing and invoicing

Resource Assistant - U.S. Forest Service, San Juan NF June - Nov 2019

- Partnership and Volunteer Coordinator
 - o Organized meetings with forest partners including non-profit organizations, universities, private companies, and other agencies to leverage federal funds to develop and accomplish seasonal projects
 - o Partnered with Tribal Nations and Indigenous communities in order to coordinate annual tribal consultation meeting to review proposed directives
 - o Marketed Forest Service employment opportunities to the general public
 - o Established effective systems for record retention and filed accordingly

EDUCATION

University of Nevada Las Vegas (UNLV)

- Bachelor of Arts in Communication Studies, May 2020
- University Honors Scholar - Cum Laude GPA: 3.7
- Studied abroad for one semester at Universidad Rey Juan Carlos in Madrid, Spain

COMMUNICATION & LEADERSHIP

Hispanic Access Foundation | Latino Advocacy Week | 2023

- Attended in-person workshops in Washington D.C. to learn about advocacy and how to make a difference in communities through meeting with elected officials

UNLV CSUN Student Government | Director of Marketing and Public Relations | 2019-2020

- Managed social media platforms on Instagram, Facebook and Twitter in order to keep student body informed and engaged with events occurring on campus
- Lead marketing team in drafting creative campaign initiatives
- Worked cooperatively with marketing team to develop strategic brand presence
- Designed informational flyers
- Promoted student engagement through blog posts and newspaper interviews

UNLV CSUN Student Government | Assistant Director of University Relations | 2017-2018

- Created and developed partnerships with the campus community
- Served as a liaison to various UNLV departments, sponsorships, and committees to deliver reports and progress of activities
- Developed and implemented internal communication programs to promote transparency and awareness within campus