

ALEXANDER J. ZEVIN

18 Stephanie Drive
New Milford, CT 06776

(203) 633-4214
contact@alexzevin.com

EDUCATION

UNIVERSITY OF CONNECTICUT, School of Business, Storrs, CT **Aug. 2017 - Present**
Bachelor of Science, Management Information Systems Expected May 2021

NEW MILFORD HIGH SCHOOL, New Milford, CT **Sep. 2013 – Jun. 2017**
Weighted GPA: 3.87

- Rigorous coursework including Advanced Placement and honors level classes.
- Activities: President of Bipartisan Political Club, Secretary of Debate Team, National Honor Society, et al.

WORK EXPERIENCE

REGISTRAR OF VOTERS, New Milford, CT **Nov. 2016 – Mar. 2017**
Elections Official

- Maintained a database of registration records for new and inactive voters.
- Verified and counted absentee ballots during the 2016 general election.

GUENDELSBERGER LAW OFFICES, LLP, New Milford, CT **Jan. 2014 – Jun. 2014**
Legal Intern, Technical Assistant

- Provided support for the firm's computer systems, website, and SEO strategies.
- Corresponded with numerous clients and attorneys.
- Participated in client consultations, trials, mediations, interrogatories, and outreach.
- Responsible for various office tasks and preparing exhibits and evidence.

SKILLS AND ADDITIONAL EXPERIENCE

TECHNICAL SKILLS

Platforms

- Admin user of Windows and Mac OS, some Linux experience.

Software and Security

- Able to support any variety of software for computer systems and very quick at learning new software.
- Highly proficient in Microsoft applications such as Word, Excel, Outlook, and Access.
- Good understanding of security programs such as Windows Firewall and malware removal techniques.

Computer Hardware

- Knowledgeable in all aspects of internal and computer hardware repair and replacement.

Web Design and SEO

- Designed aesthetically pleasing websites for local businesses using HTML and CSS.
- Understanding of search engine optimization (SEO) including best practices and strategies for content development and management, efficient use of meta tags, and tracking traffic and keyword performance.

Computer Programming

- Good understanding of object-oriented programming languages including Java.

Blockchain Technology

- Conceptual understanding of the mathematical basis for distributed ledger and consensus technology as the backbone for cryptocurrencies.
- Provide consulting for cryptocurrency investors and manage a portfolio of Bitcoin, Ethereum, Ripple, Monero, Litecoin, and other emerging currencies.

FOREIGN LANGUAGE

- Native proficiency in Russian.
- Developing proficiency in Spanish.

HONORS AND AWARDS

- **UConn Award Scholarship** (University of Connecticut, May 2017) for top academic achievement and leadership.
- **Karlson Family Foundation Scholarship** (New Milford Board of Education, May 2017) for academic performance, community service, and extracurricular leadership.
- **Brian Dickey Memorial Scholarship** (New Milford Board of Education, May 2017)
- **National Society Daughters of the American Revolution, Roger Sherman Chapter Scholarship** (May 2017) for commitment to social studies and community service.
- **Connecticut Community Foundation Scholarship** (May 2017)
- **AP Scholar with Honor (CollegeBoard, 2017)**
- **National Honor Society** (New Milford High School, 2016 – 2017)
- **Citizenship Award** (New Milford High School, 2015)
- **Mathematics Award** (New Milford High School, 2014)