

1885 Spaulding Ave
Grand Rapids, MI, 49546
pooleali@msu.edu
Cell: (586) 842-0832



Alistair Poole

Experience

IT Systems Analyst Intern – Amway (May 2016 – August 2016)

- Analyzed and trained employees on best practices relating to communications technologies.
- Worked with a team validating 20+ IT systems to ensure FDDA regulatory compliance.
- Helped establish sustainability plan for IT system validation processes.
- Created SharePoint site with documentation of validation processes and training material.

IT Process Improvement Intern – Amway, North America Affiliate (May 2015 – August 2015)

- Interviewed process owners to uncover inefficiencies and gather suggestions for process improvements.
- Compiled reports on process workflow gaps and possible improvements.
- Mapped out process workflow to identify system and user requirements.
- Designed a future state for organizing product launches through the Atlassian suite of tools.

Assistant Crisis Director – MSU Model United Nations (September 2014 – March 2017)

- Researched and wrote a background guide on the committee topics for delegates to use.
- Conceptualized, prepared, and conducted committees simulating the Cabinet of North Korea, the French Revolution, and George Washington’s Cabinet.

Education

Michigan State University – August 2014 - December 2017

- BA in Professional Writing

Skills

Digital:

- Microsoft Office (Excel, Word, PowerPoint, Access, etc.)
- SharePoint 2010 and 2013
- Design Software (Adobe Suite, GIMP, Final Cut Pro X, Premiere CC)
- JIRA, Confluence, and the Atlassian Suite
- Web design languages (HTML, CSS, PHP, JavaScript)

Communications:

- Report and memo writing
- Technical documentation and research
- Visual design
- Working with clients to determine project goals and deliverables
- Organizational change management
- Photography/Video production