

# ALANA CANANN

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## EDUCATION

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### University of California, Los Angeles (UCLA)

June 2020

- *B.S. in Cognitive Science with a Specialization in Computing*
- **Relevant Courses:** Psychological Statistics, Research Methods in Psychology, Principles of Behavioral Neuroscience, Calculus for Life Sciences, Programming for Internet, Python with Applications, Principles of Java Language with Applications

### Long Beach City College

Aug 2018

- GE's to Transfer - Cognitive Science
- GPA: 3.7; Dean's List with Great Distinction
- **Relevant Courses:** Intro & Advanced Computer Science in C++, Data Structures & Algorithms, Elementary Statistics, Public Speaking

## WORK EXPERIENCE

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### AsylumConnect, New York, NY (remote)

June 2020-Present

#### Web Development Summer Intern

- Contribute to the Catalog web and mobile app development by writing code to maintain server-side logic, manage the app database, and collaborate with UX designers and researchers to add new features.

### The MontiLab at UCLA, Westwood, CA

Aug 2019-Mar 2020

#### Research Assistant

- Involved in data collection and processing. Independently wrote analysis scripts in MATLAB to process and sort collected data.

### Custom Chemical Formulators, Inc., Santa Fe Springs, CA

Aug 2015-May 2018

#### Sales Project Manager (Jan 2018-May 2018)

- Managed the sales process for new projects, including being the primary customer contact, costing/pricing, and completion of new product paperwork distributed throughout the company by researching, implementing and maintaining the CRM Salesforce.
- Ensured technical literature and administrative duties were completed in a timely manner by communicating with the customer and cross-functional team throughout the entire process.

#### Inside Sales Administrator (Sept 2016-Jan 2018)

- Supported the VP of Sales with sales phone coverage, new product set up, formulas, pricing & costing, samples, new customer projects and follow up working in conjunction with the lab.
- Collaborated directly with all departments to ensure quality and success on every project. Kept track of all new projects/products with tracking dates to completion. Built positive relationships with customers.
- Spear headed a variety of additional projects such as inventory, marketing, and creating technical literature.

#### Part Time IT (Aug 2015-May 2018)

- Led efforts to identify, select, and hire a new IT vendor that provided updated software which ultimately improved operational efficiency. Researched and provided input in all IT related decisions.
- Set up new computers/users and fixed issues. Problem solved basic computer issues. Trained employees on office systems. Researched and purchased all electronic equipment.

#### Administrative Assistant (Aug 2015-Sept 2016)

### Long Beach Center for Clinical Research, Long Beach, CA

Feb 2012-Aug 2015

#### Senior Regulatory Affairs Specialist (Mar 2013-Aug 2015)

- Managed all regulatory items for phase 2-4 research trials, including: selecting new trials, feasibility questionnaires, study start-up documents, submissions to sponsors, FDA, IRBs, and IND Safety Letters, as well as all correspondence with said organizations.
- Reviewed and tracked all clinical trials regulatory documents such as IRB submissions and maintained regulatory binders.
- Assisted manager with tracking and reviewing of financial payments such as patient stipends, clinical contracts, and budgets.

#### Assistant Research Manager to PI (Mar 2014-Aug 2015)

#### Part Time IT (Feb 2012-Aug 2015)

#### Regulatory, CRC, & Marketing Assistant (Feb 2012-Mar 2013)

## LEADERSHIP & COMMUNITY ENGAGEMENT

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### UCLA UniCamp, Westwood, CA

June 2018-June 2020

- Leadership: Classic Camp Program Director, member of the Board, and member of UniCabinet (2020)
  - Developed a vision for the entire summer camp that focused on collaboration, accountability, and communication.
  - Recruited, facilitated and build a leadership training program for 30 student/young-alumni leaders that aligned with the vision and prepared them to lead their week as leadership, supporting them throughout the year.
  - Worked closely with office staff to update leadership and volunteer training to be compliant with ACA standards as well as up to date with training with regards to foster youth, black youth, mental health, and communication training.
- Leadership: Head Counselor for Transitional Youth Empowerment (2019)
  - Trained 50+ student volunteers to be camp counselors specifically dealing with the foster youth population
  - Designed and ran a week of camp for 100+ foster youth
  - **Designed and created a website for the volunteers to use**
  - Fundraised over \$900 to supplement costs for underserved campers to go up for a week of camp with a target of \$450