

ALEXIS JOHNSON

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SUMMARY OF QUALIFICATIONS

Energetic, motivated, a team-oriented college student with excellent time management skills. Who displays an exceptional ability to learn new methods and responds quickly to new instructions, situations, methods, and procedures. Proficient in Microsoft Office Programs (Word, Excel, Publisher, PowerPoint, and Outlook).

- ☐ Time Management ☐ Adaptability ☐ Problem Solving
- ☐ Accuracy and attention to detail ☐ Teamwork
- ☐ Organization ☐ Dependable

EDUCATION

Bachelor's in international business

Minor in Foreign Language
Valdosta State University

May 2027
Valdosta, GA

RELEVANT EXPERIENCE

Leadership

- ☐ Demonstrate natural leadership ability.
- ☐ Extremely dedicated and takes pride in job and task given
- ☐ Display a high degree of honesty, loyalty, and integrity
- ☐ Able to Project self-confidence, authority, and enthusiasm in the workplace.

Communication

- ☐ Communicate credibly and confidently with coworkers and customers
- ☐ Effectively engages with superiors, peers, and subordinates, promoting organizational policies and product quality
- ☐ Respond promptly to all forms of communication, both oral and written

Cashier experience

- ☐ Over 5 years in fast-paced retail environment, managing transactions and customer inquiries efficiently

Customer service experience

- ☐ More than 5 years of delivering exceptional service, addressing customer needs, and resolving issues

ADDITIONAL EXPERIENCE

Fast Food Worker, Moes Southwest Grill, Valdosta, GA 2019-2022 **Customer Service Associate**, Tjmaxx, Valdosta, GA 2022-

HONORS & ASSOCIATION

Award, Microsoft Excel Certification

Member, National Council of Negro women