

ALEXIS HART

STARKVILLE, MISSISSIPPI, UNITED STATES

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WEBSITE

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PROFILE

Currently a junior at Mississippi State University with skills in payment processing, customer service, Excel, Microsoft Office, cash transactions, oral communications, and phone call answering.

EDUCATION

Mississippi State University

Bachelors in Marketing // 2020 – 2022

GPA - 3.62/4.00

Meridian Community College

Associates in Arts // 2018 – 2020

GPA – 3.52/4.00

EXPERIENCE

North Carolina Sustainable Energy Association Internship Program

Raleigh, NC // Marketing Intern // 07/2020 – 08/2020

- Researched on AI profile making programs
- Researched digital marketing trends for nonprofits
- Gather information from social media profiles of similar organizations

Deep South Pout

Starkville, MS // Sales // 08/2020 – present

- Processing online orders to prepare for shipment
- Packing and shipping orders to be sent out to customers
- Organizing and preparing items to be displayed

Andersons Health and Fitness Center

Meridian, MS // Front Desk Coach // 08/2019 – 08/2020

- Welcomed patrons to front desk and engaged in friendly conversations while conducting check-in process
- Handled payment processing duties and provided customers with receipts and proper bills and change
- Answered phones, responded to customer inquiries and transferred calls to appropriate staff members