

ALEKS XHEMBULLA

• 417-230-7502 • axhembulla@outlook.com • Point Lookout, MO 65726

EDUCATION

Bachelor of Science
Major: Computer Information Science
Minor: Business Administration
College of the Ozarks

August 2019 - May 2024

Point Lookout, MO

EXPERIENCE

Student Assistant
Public Relations Office

January 2024 - Present
Point Lookout, MO

- Write press releases and articles to promote college events and news
- Conduct VIP tours for college friends and potential donors
- Lead informative bus tours, presenting campus highlights and facilities to visitors
- Capture high-quality photographs at various college events, contributing to promotional materials and social media platforms
- Assist in event planning and coordination, handling logistics and operations

Server
Dobyns Dining Room at the Keeter Center

May 2021 - December 2023
Point Lookout, MO

- Greeted and provided excellent meal service for guests
- Extensive knowledge of hospitality etiquette, attentive to the needs of all guests
- Trained new servers according to 12 step service standards
- Communicated with guests and coworkers in a professional manner
- Processed monetary transactions

Facilities and Construction Worker
Recycling Center and New Construction

August 2020 - May 2021
Point Lookout, MO

- Maintained cleanliness and organization of facilities and equipment at the Recycling Center, promptly reporting any issues to administration
- Managed the recycling process for all campus buildings, including sorting and crushing glass, and placing bins to promote recycling among students and staff
- Conducted monthly safety and maintenance checks on campus elevators to ensure operational standards
- Operated heavy machinery such as forklifts and bulldozers safely during new construction projects
- Assisted in new building construction tasks including reading blueprints and collaborating with site supervisors to meet project deadlines
- Installed various types of flooring, including commercial wood and ceramic, ensuring high-quality workmanship and adherence to project specifications

Expo and Kitchen Prep
Dobyns Dining Room at the Keeter Center

May 2019 - August 2020
Point Lookout, MO

- Ensured hot food was properly plated and delivered to customers in keeping with time constraints
- Weighed, measured, and mixed various ingredients according to recipes using various kitchen tools and equipment
- Assisted in maintaining standards of health, safety and sanitation in work areas, cooler areas, and storage areas

ACTIVITIES

Secretary, Board of Directors
School to Business Association
Association for Computing Machinery
International Relations Club
Ice Carving for Events and Banquets

January 2024 - Present

September 2019 - Present

May 2019 - Present

May 2019 - May 2020

HONORS

- Patriotic Travel Trip Recipient to Washington, DC, recipient (2022)
- College of the Ozarks Book Scholarship, recipient (2020 to 2023)