

# Alex Bailon

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## PROFILE

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Want to use skills acquired from Northwestern to help a company grow and develop into modern techniques and accessibility to drive the companies performance.

## CONTACT

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**Rosemead, CA 91770**  
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## EDUCATION

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**Full Stack Flex Coding**  
**Bootcamp**  
Northwestern University  
Evanston, IL  
January 2020 to July 2020

## SKILLS

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- ❖Fluent in Spanish
- ❖Problem Solving
- ❖Analytical Thinking
- ❖Critical Thinking
- ❖Communication
- ❖Adaptability
- ❖Self-Motivated
- ❖Leadership

## EXPERIENCE

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### **LifeStream Blood Bank**

#### **Hospital Services Tech II | November 2018 to December 2019**

- Receive, process and transport blood products.
- Receive imported blood products, returns and transfers of inventory.
- Provide excellent customers services to all customers and ensure all proper documentation of all processes.
- Irradiation of blood products.

### **BANK OF THE WEST**

#### **Service Banker | December 2017 to November 2018**

- Process customer transactions ( deposit check/cash, make payments, wire transfers).
- Service customer accounts and provide outstanding customer service.

### **MACY'S INC.**

#### **Fine Jewelry Clerical | August 2016 to December 2017**

- Receive and merchandise inventory in the jewelry department ensuring everything is well organized.
- Ensure all documents are accurately filled and in the proper location.
- Checkout customers and handle all large transactions.

### **WELLS FARGO BANK, N.A**

#### **Customer Service and Sales Representative | September 2015 to July 2016**

- Fulfill the part of both the teller and banker while providing excellent customer service.
- Open new accounts, cross sell consumer and business products and maintain customer accounts.

### **PLS FINANCIAL, INC.**

#### **Assistant Store Manager | July 2014 to August 2015**

- Help grow and develop new and current employees.
- Make weekly schedules, mange payroll and completing store audit.

#### **Shift Supervisor | August 2013 to July 2014**

- Manage cash vault ensuring all cash is accounted for.
- Approve checks when over an employee's limit.

#### **Customer Service Representative | October 2012 to August 2013**

- Handle customer transactions while providing exceptional customer service.
- Multitask and maneuvering through computer screens.