



# ALEXANDER M. RICE

## CONTACT

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 2025 Huntmaster Drive  
Belleville, IL 62220

## EDUCATION

### ASSOCIATE OF APPLIED SCIENCE

Web Design

Web Development and Administration

Southwestern Illinois College

Belleville, IL | 2015 – present

Anticipated completion: Spring 2019

### OCCUPATIONAL CERTIFICATE

Java Programming

Southwestern Illinois College

Belleville, IL | 2015 – 2016

### HIGH SCHOOL DIPLOMA

O'Fallon Township High School

O'Fallon, IL | 2011 – 2015

## SKILLS

- Team Player
- Communication
- Conflict Resolution
- Adaptability
- Technology Skills
- Analytical Thinking

Dedicated, enthusiastic individual with customer service experience looking to utilize interpersonal skills to secure a Car Sales Associate position with Lou Fusz Alfa Romeo

## EXTRACURRICULARS

### AITP TECHNOLOGY CLUB

2016 – present

Club President

- Organized meeting plans and technology tutorials
- Developed a plan to revitalize the club's brand and approach
- Worked in conjunction with local non-profit groups to achieve technology solutions to meet their needs
- Managed teams of people for technology projects

### PHI THETA KAPPA HONOR SOCIETY

2017 – present

Southwestern Illinois College Chapter

## EXPERIENCE AND EMPLOYMENT

### FAZOLI'S

Fairview Heights, IL

Food Service Worker

May. 2015 – present

- Provided consistent quality guest service
- Resolved complaints promptly and professionally
- Memorized menu items and ingredients
- Sought opportunities to improve the service position
- Proved flexibility in adapting to different tasks

### STEAK 'N SHAKE

O'Fallon, IL

Food Service Worker

May. 2015 – Aug. 2015

- Maintained high standards during a fast-paced environment
- Communicated clearly and effectively with associates
- Followed procedures for safe food preparation and presentation

### TOYS 'R US

Fairview Heights, IL

Seasonal Sales Associate

Oct. 2014 – Dec. 2014

- Developed critical social skills assisting customers
- Took initiative finding tasks to help the holidays run smoothly