

Hello I'm Lexis Stuart

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Skills

- Customer - and service oriented
- Cash handling accuracy
- Excellent communication skills
- Listening skills
- Reading comprehension skills
- Computer/program skills (Excel, word, google calendar etc.)
- Well organized- task oriented
- Creative

Experience

November 2014-June 2018

Ihop, Woods cross/Centerville/Orem. UT - Waitress/ Host

- Helped customers with questions, problems and complaints in person, on the phone, and by email. Stocked shelves and supplies and organized displays. Organized racks and shelves to maintain the visual appeal of the store. Verified that all customers received receipts for purchases. *Multi-tasking*
- Cashiered with two cash registers at once in tandem to maximize customer flow.
- Handled cash, check, credit and automatic debit card transactions with 100% accuracy.
- Greeted customers upon entrance and handled all cash and credit transactions.
- Assisted customers over the phone regarding store operations, product, promotions and orders.

October 2015- April 2016

Platos Closet, Bountiful, UT - Sales Rep - Store Management

- Learned different clothing styles
- Cash handling
- Racking, folding clothes
- Organizing by color, brand etc.
- Dressing mannequins/ presenting the store in a fashionable manner.
- Managed store employees (Schedules, Paychecks, new orders, store sales etc.)

May 2017- Currently Employed

RPF MEDIATION, Salt Lake City, UT - Legal Assistant/Receptionist/Office manager

- Answered phone calls
- Scheduled Appointments
- Ordered lunches for clients and attorneys

- Ran errands for attorneys and clients
- Kept the office organized and neat
- Bookkeeping/ accounting
- Kept well detailed and organized Excel spreadsheets
- Created multiple social media pages.
- Created documents through excel/word etc.
- Money handling
- Draft many legal documents
- Office management for two years
- Many paralegal obligations
- Developed many professional and personal relationships

September 2018–August 2019

Settebello Pizzeria– Waitress

- Helped customers with questions, problems and complaints in person, on the phone, and by email. Stocked shelves and supplies and organized displays. Organized racks and shelves to maintain the visual appeal of the store. Verified that all customers received receipts for purchases. *Multi-tasking*
- Cashiered with two cash registers at once in tandem to maximize customer flow.
- Handled cash, check, credit and automatic debit card transactions with 100% accuracy.
- Greeted customers upon entrance and handled all cash and credit transactions.
- Developed personal and professional relationships with co-workers and customers.

November 2018– January 2019

Costco – Front End

- Seasonal Position
- I would occasionally do janitorial for the warehouse
- Stock incoming shipments
- Direct Customers in the direction of their needs
- Greet customers when entering the store
- Fast paced environment
- Used computer systems for items and inventory

Education

Bountiful High School, Bountiful UT

I graduated with an overall 3.7 GPA in 2016, I was vice president in FCCLA of Utah. I assisted in many classes throughout my high school career to achieve my goals throughout high school.

August 2016 - June 2017

Utah Valley University, Orem UT

I attended UVU for a year for a paralegal / sociology major then made the decision to take a year off of school for a personal absence.

August 2018–present

Salt Lake Community College, Taylorsville UT

As of August 2018 I will be attending school to move forward within my education. I do plan to continue with schooling and receive my paralegal.

Extra-Curricular activities

I Volunteered with elementary schools in Bountiful and Provo, Utah.

I was the Vice president of FCCLA: 2015 to beginning of 2016 at Bountiful High School.

We also helped put together fundraisers/events for the community and the high school.

2018-present

I have Organized multiple fundraisers and events for our firm in Salt Lake City.

Helped provide dinner and lunch for the homeless within our community centers in Salt Lake City.

Certificates

Notary Public

Food handlers