

# ALEXANDER ZEIGLER

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## TECHNICAL SKILLS

Programing	Assembly, C#, Java, Python, HTML, PHP
Software	Word, PowerPoint, Excel, Access, GitHub, Eclipse, Visual Studio, JetBrains IntelliJ
Operating Systems	Windows, macOS, Linux
Database	MySQL

## SOFT SKILLS

- Team Building
- Strong Communication
- Collaboration
- Creative
- Troubleshooting
- Strong Work Ethic
- Leadership
- Fast Learner
- Problem Solving

## EDUCATION

**03.2017 – 6.2021(EXPECTED) CENTRAL WASHINGTON UNIVERSITY – ELENSBURG, WA**  
**BS IN INFORMATION TECHNOLOGY AND ADMINISTRATIVE MANAGEMENT (ITAM)**  
**MINOR IN COMPUTER SCIENCE**  
**MINOR IN MATHEMATICS**

- Specialization in Administrative Management
- Honor Roll Spring and Fall Quarters of 2017, Fall Quarter of 2019, Spring of 2020

**09.2010 – 5.2015 LINCOLN HIGH SCHOOL – TACOMA, WA**

## EMPLOYMENT HISTORY

**10.2020 – CURRENT GREYSTAR PROPERTY MANAGEMENT – REDMOND, WA**  
**CUSTOMER SERVICE / INVENTORY SPECIALIST**

- Responded to assigned work orders generated from resident requests
- Ensured all work order paperwork was completed and filed within a timely manner
- Made regular maintenance repairs according to established policies, procedures, safety standards, and code requirements
- Prepared vacant units apartment homes for leasing and new move-ins
- Assisted in maintaining property grounds, common areas and amenities

**1.2018 – 6.2020 CENTRAL WASHINGTON WILDCAT SHOP – ELENSBURG, WA**  
**STUDENT CATTECH TECHNOLOGY ASSISTANT**

- Identified and diagnosed issues concerning customer computers
- Processed customer personalized orders
- Continually stocked shelves with product
- Worked closely with campus staff and faculty to order department solutions
- Handled sales and returns of product
- Provided friendly customer service

**5.2016 – 3.2017 BEST BUY – TACOMA, WA**  
**CUSTOMER SERVICE / INVENTORY SPECIALIST**

- Certified to use heavy equipment
- Managed a team of associates to load and unload trucks
- Used electronic inventory management tools to record merchandise
- Researched missing inventory items
- Operated electronic point of sale registers
- Approved customer returns/exchanges