

Alexis Guzman

Currently a student of a Bootcamp at UNCCS Charlotte

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I offer expert support to the manager to enhance organizational efficiency and accomplish challenging targets. I'm additionally, well-organized, efficient, and forward-thinking in multitasking to meet different needs.

I am also a pragmatic Assistant well-known for being hands-on and having boundless energy to fulfill various tasks. Detailed, quick-paced, and a true team player. I'm pursuing a new role where hard work and dedication will be highly valued.

Lastly, I have expertise in anticipating professional needs and proactively identifying and resolving problems. Bringing a proven ability to promote organization and availability through effective schedule development. With a flexible schedule and strong mathematical aptitude.

Technical Skills:

I am currently studying Javascript, HTML, and CSS at Bootcamp. You can find examples of my work on Github. <https://github.com/LilAdobe>

The three works I am proud of are, a deployed sites of Professor gif, Weather Dashboard, and password generator.

Work Experience

Assistant / Customer Service

Vera Concrete - Apex, NC

October 2016 to Present

- Interacted with vendors, contractors, and professional services to receive orders, direct activities and communicate instructions
- Entered invoices requiring payment and disbursed amounts via check, electronic transfer or bank draft
- Created and updated physical records and digital files to maintain current, accurate and compliant documentation
- Greeted guests in with friendliness and professionalism
- Worked closely with the manager to provide effective assistance for specific aspects of business operations
- Managed and completed paperwork and overall office administration operations
- Organized documentation for a smooth transition
- Keyed all data into Apple Pages
- Attended to office operations and required paperwork

Park Attendant and Customer Service

Apex Parks and Recreation - Apex, NC

July 2018 to September 2019

- Delivered information to visitors including details of interest about faculty rules policies and promotional events
- promoted safety of visitors and mitigated liability risks by monitoring Recreation areas enforcing rules and safety policies
- Oversaw maintenance and operation of town vehicles and Equipment maintain safety cleanliness and operational efficiency
- Maximize customer service and satisfaction by providing directions to visitors regarding requested locations events and landmarks
- Monitor key dates to ensure information is obtained by deadlines
- Monitor government regulations and standards to ensure alignment with company policies and procedures
- Provided excellent service to guests and employees
- Results complaints and issues involving both guests and employees
- Performed general housekeeping and cleaning tasks including sweeping, pulling weeds, and using water hoses for wash down of grounds using buildings and power washer
- Greeted clients from Guess professionally and courteously cultivate and maintain a welcoming atmosphere

Assistant

MLS Bookkeeping - Cary, NC
February 2017 to 2018

- organized documentation for smooth processing
- produced accurate office files updated spreadsheets
- keyed data into QuickBooks
- attended to office operations and required paperwork
- Works closely with manager to provide effective assistance for specific aspects of business operations
- monitored verified and approved invoices and reviewed balances using Financial software to assess balance sheet for variances

Education

Associate in Business Administration

Wake Technical Community College - Raleigh, NC
January 2017 to July 2019

Skills

- Document control
- Documentation
- Typing
- Excel
- Microsoft excel
- Microsoft office (6 years)
- Microsoft outlook
- Outlook (7 years)

- Microsoft powerpoint
- Powerpoint
- Microsoft word
- Word
- Google Docs (5 years)
- Customer Service (4 years)
- Apple Pages
- Content Creation
- Video Editing (1 year)
- HTML5 (Less than 1 year)
- CSS (Less than 1 year)
- JavaScript (Less than 1 year)
- Social media management

Certifications and Licenses

Certificate of Customer Service

July 2019

Assessments

Social Media — Proficient

September 2019

Measures a candidate's ability to create content, communicate online, and build a brand's reputation.

Full results: [Proficient](#)

Work Style: Conscientiousness — Highly Proficient

September 2019

Tendency to be well-organized, rule-abiding, and hard-working.

Full results: [Highly Proficient](#)

Customer Focus & Orientation — Expert

December 2019

Responding to customer situations with sensitivity

Full results: [Expert](#)

Attention to Detail — Proficient

January 2020

Identifying differences in materials, following instructions, and detecting details among distracting information.

Full results: [Proficient](#)

Problem Solving — Expert

July 2020

Measures a candidate's ability to analyze relevant information when solving problems

Full results: [Expert](#)

Work Style: Conscientiousness — Highly Proficient

August 2020

Tendency to be well-organized, rule-abiding, and hard-working

Full results: [Highly Proficient](#)

Verbal Communication — Highly Proficient

August 2020

Speaking clearly, correctly, and concisely

Full results: [Highly Proficient](#)

Following directions — Highly Proficient

February 2021

Following multi-step instructions

Full results: [Highly Proficient](#)

Social media — Proficient

December 2020

Knowledge of popular social media platforms, features, and functions

Full results: [Proficient](#)

Attention to detail — Highly Proficient

November 2020

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Highly Proficient](#)

Working with MS Word documents — Highly Proficient

January 2021

Knowledge of various Microsoft Word features, functions, and techniques

Full results: [Highly Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Additional Information

Skills

- Bilingual (Spanish)
- Business administration
- Document control
- Documentation Organization
- Facebook Marketplace
- Google Docs

- Google Drive
- Mail handling
- Microsoft Excel
- Microsoft Office
- Microsoft Outlook
- Microsoft PowerPoint
- Microsoft Word
- Skilled in mobile technologies
- Typing 74 words per minute