

Draper UT, 84020

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# Alexis Evans



## SKILLS

Typing speed of 50 wpm with an accuracy of 90%|Basic HTML, CSS, and Javascript skills|Time management|Fast learner|Self-starter|Team player|Screen-printing|Quality control|Customer service|Cash handling|Organizational skills|Communication skills|

## EXPERIENCE

### **Foundever, Orem** – *Customer Service Representative*

June 2024 – PRESENT

- Strong writing skills, expert communicator in both small-talk and high pressure moments.
- Strong attention to details, organization skills, with an ability to stay focused on assigned tasks
- Navigate between screens to assist customers
- Ability to navigate system tools to search for answers and information

### **7-11, Lehi** – *Cashier*

2023 – May 2024

- Resolve customer complaints professionally, which lead to improved customer relations and loyalty.
- Assisted in day-to-day operations, working efficiently, professionally and productively with all team members.
- Reconciled tills at the end of each shift ensuring that all transactions were accounted for.
- Presented options for customers prompting upsells at the point of sale.
- Experience in inventory tracking systems, ability to optimize stock levels.

### **Screenplay, Vineyard** – *Main press operator*

2020– March 2022

- Experience running the M&R Gauntlet, M&R Challenger, and M&R Sportsman.
- Assisted in doing quality control on all jobs to ensure customer satisfaction
- Leading a team in productivity to ensure timely completion
- Self start every shift to get up and running.

## EDUCATION

### **Independence High, Provo** – *High School Diploma*

2014 – February 2018, Provo UT

Graduated six months early, with a 3.0 GPA.