

Alex Hellings

Fair Haven, NJ 07704

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Authorized to work in the US for any employer

Work Experience

Manager

Juice Haven - Fair Haven, NJ

March 2021 to August 2021

- Managed customer relations
- Provided fast and efficient service
- Analyzed financial statements
- Managed inventory of goods

Customer Service

Fair Haven Hardware Inc. - Fair Haven, NJ

August 2020 to March 2021

- Customer service
- Product organization and management
- Cashier

Barista

Coffee Corral - Red Bank, NJ

August 2019 to April 2020

- Worked as a barista to make and serve drinks
- Experience making sandwiches and bagels
- Cash register experience
- Ensured a pleasurable and satisfactory customer experience

Customer Service

Fair Haven Hardware Inc. - Fair Haven, NJ

April 2018 to June 2019

Experience in assisting customers, stocking inventory and working cash register.

- Face-to-face customer service
- Documented customer orders and inquiries
- Took calls frequently

Cashier and Sales Associate

Acme Markets - Fair Haven - Fair Haven, NJ

December 2016 to April 2018

Experience working cash register and stocking inventory.

- Answered phones
- Maintained knowledge of inventory
- Provided, efficient fast service

Education

Bachelor of Arts in Philosophy

Trinity International University - Deerfield, IL
August 2021 to Present

Studied in Business Administration

Brookdale Community College
September 2018 to May 2020

High school

Rumson Fair Haven Reg High - Fair Haven, NJ

Skills

- Barista Experience
- Cash Handling
- Cashiering
- Coffee Experience
- Python programming language
- Microsoft Excel
- Financial Report Interpretation
- Budgeting
- Financial Analysis
- Computer Networking
- Linux
- Accounting

Languages

- English - Expert
- Spanish - Fluent

Assessments

Attention to detail — Expert

July 2020

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

Full results: [Expert](#)

Basic computer skills — Highly Proficient

March 2022

Performing basic computer operations and troubleshooting common problems

Full results: [Highly Proficient](#)

Learning agility — Highly Proficient

March 2022

Learning and applying new information

Full results: [Highly Proficient](#)

Marketing — Highly Proficient

March 2022

Understanding a target audience and how to best communicate with them

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.

Groups

President of School Chess Club

October 2021 to Present