

# ALEXANDER DAVIS

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Tampa, FL  
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## SKILLS AND STRENGTHS

- BLS & CPR
- Hillsborough Community College EMS
- Recruitment
- Process Controls and Compliance
- Project Management
- Strategic Reorganization
- Budgeting
  - Team Building & Development

## EXPERIENCE

SAINT LEO UNIVERSITY | Saint Leo, FL

August 2013 - January 2020

### *Graduate Enrollment Counselor*

Build relationships with students and answer questions regarding degree requirements, enrollment, and admissions. Achieve initial contact with prospective students, and continue to counsel and educate them through the entire enrollment process. Assist new teammates with assimilating to the demands of being an admissions counselor and help develop programs and tools to develop new counselor self-sufficiency. Meet and exceed quality student service interaction standards to ensure student retention and University standards of excellence.

- Received Director's Choice Award from 2013-2016
- Contributed to Saint Leo 6% year-by-year from 2014-2015 and 4% from 2015-2016
- Earned 100% Student Satisfaction Rating five straight terms and 100% Satisfactory rating among active duty military and military veterans.

HERTZ RENT-A-Car | Tampa, FL

MAR 2012 - JULY 2013

### *Customer Service Representative*

Qualified and processed customer rentals with great accuracy and attention to detail. Professionally sold optional services, vehicle upgrades, and other products. Achieved personal sales goals while supporting the goals of the company. Ensured a positive customer experience in an effort to keep Hertz atop its industry.

- Ranked Top 10 nationally in Customer Service Rating (2012)
- Helped Tampa location reach Top 25 national ranking in North America

LIFESTYLE FAMILY FITNESS | Tampa, FL

JULY 2009 - MAR 2012

### *Membership Sales Consultant and Personal Trainer*

Tracked inventory of dumbbells, and helped maintain upkeep of all equipment, with no inventory leakage. Maintained a high level of encouragement for clients, and established positive working relationships with clients. Trained new sales consultants.

SHERWIN-WILLIAMS | Tampa, FL

JUNE 2008 - 2009

### *Assistant Manager*

Oversaw accounts receivables, processed store payments, bill collection, tracked inventory and managed all store accounts. Managed several employees' daily tasks to ensure the store ran efficiently. Ensured proper customer service for all customers (D.I.Y's and large accounts).

- Promoted to Assistant Manager after only five weeks in Management Training Program
- Opened more than 150 new homeowner and contractor accounts

## EDUCATION

SAINT LEO  
UNIVERSITY  
Saint Leo, FL

*Master of Business  
Administration:  
Sport Business*  
Graduated 2016

UNIVERSITY OF  
TAMPA

*Bachelor of Arts:  
Government World  
Affairs*  
*Minors: History, Law  
and Justice*

Graduated 2008  
3 year Letterman  
Basketball Player

## REFERENCES

Dee Greenghalgh  
813-546-4458  
Saint Leo  
University

Nick Love  
941-993-2914  
Orange Theory  
Fitness

Jonathan Ball  
813-451-3295

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