

# Alexander Burke

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## EDUCATION

### **University of Massachusetts Amherst**

*College of Social and Behavioral Science*

Amherst, MA

*Candidate, May 2026*

#### *Bachelor of Science in Managerial Economics*

- Dean's List

#### *Immersive Business Consulting Course*

- One semester course working with Kala a health startup.
- Provided detailed and actionable marketing and entry plans.

Barcelona, Spain

*Jan 2025 – May 2025*

## EXPERIENCE

### **Lease Administration Solutions**

Wakefield, MA

#### *Lease Auditor and Analyst*

*June 2023 - Present*

- Read and interpreted commercial retail leases, reconciliations, tenant ledgers, and general ledgers.
- Cultivated skills in concise business communications with clients and Lessors.
- Communicated on behalf of the client to dispute overcharges, verify costs, and correct billings.
- Recovered clients over \$500,000 through detailed financial and digital investigative analysis.

### **The Beacon Restaurant**

Marblehead, MA

#### *Busser / Foodrunner*

*June 2023 – Aug 2024*

- Collaborated as a team with servers and the kitchen to facilitate a high standard of dining for patrons.
- Coordinated smooth transition of patrons in a high-pressure fast paced environment.

### **Crosbys Marketplace**

Marblehead, MA

#### *Cashier*

*June 2020 – August 2022*

- Handled transactions and customer service for a variety of customer needs.
- Collaborated with managers and baggers to continue the smooth operation of the store.

## ACTIVITIES

### **Marblehead Festival of Arts (Volunteer)**

Marblehead, MA

*2015 - Present*

- Work as a team to build professional grade stages for performers.
- Transitioned to a leadership role in recent years and directed the construction and deconstruction of aspects of the project.

## Extracurriculars

Amherst, MA

- Microsoft Excel Collegiate Challenge Participant
- University of Massachusetts Ski and Board Club Board Member
- University of Massachusetts Resource Economics Society Member
- University of Massachusetts Freeride Co-Founder, Social Media Executive, Treasurer
- Intramural Soccer Captain

## SKILLS

*Computer:* Microsoft Excel, Microsoft Word, Microsoft PowerPoint, Microsoft Access, SAS, Tririga, ChatGPT