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# ALEXANDER MATHEWS

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## OBJECTIVE

I am seeking a position in which my strong customer service and sales skills along with the ability to excel in a work atmosphere with little direction will act as assets to a team-based environment.

## EXPERIENCE

AGENCY PRODUCER/ACCOUNT MANAGER, STATE FARM INSURANCE AGENCY;  
SEATTLE, WASHINGTON – JUNE 2022 - SEPTEMBER 2024

- Solicited and processed applications for new insurance policies including auto, home, life, supplemental health and business insurance.
- Serviced existing accounts with tasks such as processing payments, replacing insured vehicles and handling customer inquiries.
- Sent proof of insurance to various finance companies.

SHIFT LEAD, HEARTBEET ORGANIC SUPERFOODS CAFE; SEATTLE, WASHINGTON –  
APRIL 2021 - JUNE 2022

- Made Various menu items while logging each order for quality assurance.
- Guided employees through opening and closing shifts, making sure tasks are completed adequately, in a timely manner.
- Assembled large catering orders, ensuring timely delivery and customer satisfaction.
- Remained knowledgeable on menu items and handled customer inquiries.
- Submitted nightly inventory orders to ensure the restaurant had all items needed to be successful for the next day.

SHIFT MANAGER, DOMINOS PIZZA; COEUR D' ALENE, IDAHO – AUGUST 2015 - MARCH 2021

- Managed employees in a fast-paced work environment.
- Ensured all orders were made quickly and accurately.
- Maintained labor per work schedule, handled store's cash and delivered nightly bank deposit.

## EDUCATION

CAREERFOUNDRY – FULL STACK WEB DEVELOPMENT, IN PROGRESS