

ALLIE WATKINS

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EXPERIENCE

2019 – 2020

PATIENT SUPPORT SPECIALIST, FARKAS CHIROPRACTIC & PHYSICIANS GROUP, LLC

- Assisted customers with records requests.
- Helped create, edit, and continuously collaborate on the production of client files.
- Utilized location specific applications for patient data entry.
- Managed phones, e-mail, and in person contact for customer support.
- Assisted client's in scheduling appointments.
- Processed and helped respond to client's concerns.

2017 – 2019

TECHNICAL SUPPORT SPECIALIST, GARMIN INTERNATIONAL

- Assisted customers with troubleshooting problems.
- Processed exchanges/orders accurately.
- Trained new hires on the products and online systems.
- Assisted in support article writing and editing.
- Became a Technical Support Specialist in three (3) separate departments.
- Helped customers through diverse contact mediums such as phone, email, and chat support.

2015 – 2017

SALES AND MARKETING ASSOCIATE / PERSONAL TRAINER, EVOLUTION GYM

- Handled contracts for gym members.
- Sparked awareness for the need of health and wellness throughout my community.
- Utilized graphic tools to create brochures, newsletters, and helped edit the company's website.
- Worked independently and in a team environment.
- Helped motivate individuals to become the best versions of themselves.
- Cold called, emailed, and sent out marketing pieces to local businesses to create new clientele.
- Built trust and a good working relationship between the client and myself.

2012 – 2016

ATHLETIC DEPARTMENT ADMINISTRATOR, SALEM COLLEGE

- Assisted the Athletic Department in scheduling meetings.
- Helped monitor incoming correspondence with the Athletic Department.
- Utilized Microsoft Office Applications for Data Entry of Athlete information.
- Utilized Microsoft Office Applications for Data Entry of Department information.
- Helped troubleshoot basic technological issues within the Department.

EDUCATION

MAY 2016

BACHELOR OF SCIENCE IN EXERCISE SCIENCE, SALEM COLLEGE

- Graduated Salem College with a 3.85 GPA
- Coursework consisted of a strong foundation in math and science
- Applied those lessons to the field of physiology
- Minored in Coaching, which fine-tuned my leadership skills
- Playing for the NCAA reinforced my drive and discipline
- Salem College helped me find my voice and helped me become self-motivated

2020 – CURRENTLY ENROLLED

FULL-STACK WEB DEVELOPMENT BOOTCAMP, UNIVERSITY OF CENTRAL FLORIDA

- Currently enrolled in this program.
- Coursework consisted of a strong foundation in full-stack web development.
- I have built a strong foundation and understanding of creating servers and databases.
- Built a strong foundational understanding of front end user experience in web design.

SKILLS

- Proficient in Microsoft Office Applications
- Strong understanding of Computers and multiple pieces of technology
- Proficient in multiple coding languages.
- Strong Communication Skills
- Highly Motivated
- Able to work independently and with others
- A quick study

VOLUNTEER AND LEADERSHIP EXPERIENCE

- New Hire Trainer – Garmin International – 2019
- Volunteer – Pima County Animal Shelter – 2017 through 2019
- Student Athlete Advisory Committee (SAAC) – Student-Athlete Advisor – 2014 through 2016
- New Student Representative – Softball Team – Salem College – 2015 through 2016
- Volunteer – Softball Pitching Coach – 2012 through 2015