

Alexis M. Bellinger

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Experience

- **American Indian Health Service – Office Assistant** 8/2012 –
 - Data Entry, filing
 - Writer and Editor/desktop publishing of quarterly organizational newsletter
- **Cappex – Data Collector** 8/2018 –
 - Researched the internet for pertinent information
 - Updated and logged data into database
- **Act One Studies – Administrative Assistant** 8/2011 – 7/2012
 - Answered phones, wrote emails, managed general correspondence
 - Set up appointments
 - Sold classes to and interacted with costumers as other members of the public
- **American Indian Center – Research Assistant** 8/2008 – 7/2010
 - Performed data entry and updated departmental database
 - Transcribed data from various media such as audio and video recordings
 - Organized and coded data according to established research protocols
 - Conducted research participant interviews
 - Assisted in the design of culturally based research projects
 - Tutored children in after school program

Education

DePaul University – English Major	8/2008-5/2009
Northeastern Illinois University – English Major	8/2009-5/2011
- Communications, Media, and Theatre	8/2012-5/2016

Skills

- Excellent Communications skills; has studied public speaking and has taken classes in voice and diction as well as theatre
- Proficient in various Microsoft Office Applications
- Stellar organizational skills
- Possess experience in research and using research based applications in the social as well as the hard sciences
- Talented and dedicated writer; studied English literature and composition
- Formerly Pre-Med; has a wide range of knowledge in the sciences, lab techniques and problem solving
- Extremely quick learner with diverse interests in a variety of topics
- Creative

References Megan Bang 617.538.6268 | Ken Scott 773.368.6919 | Rachel Bean 312-620-3901 ext. 1007