

# ALEXANDRA SHERWOOD

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## Career Focus

Recent graduate with a BA in history and sociology and twelve months of work experience as an assistant for an electrical contractor. A dedicated worker seeking to understand more about legal work.

## Core Qualifications

- PC & Macintosh literate; familiar with Adobe Acrobat and MS Office applications
- fast learner
- reliable
- organized

## Education

<b>Bachelor of Arts: History/Sociology</b> New York University	<b>2015</b> New York, New York
<b>High School Diploma</b> Phillips Exeter Academy	<b>2011</b> Exeter, NH

## Work Experience

<b>Development Intern</b> <b>Idebate Press, Inc</b> <ul style="list-style-type: none"><li>Conducted research for potential grant providers and general market trends, edited grant proposals, assisted in office organization.</li></ul>	<b>09/2014 to 12/2014</b> <b>New York, NY</b>
<b>Cashier</b> <b>Staples</b> <ul style="list-style-type: none"><li>Ensured reliable customer experience, processed payments by totaling purchases, informed clientele by notifying them of future merchandise of potential interest, contributed to team effort by accomplishing related results.</li></ul>	<b>05/2014 to 08/2014</b> <b>Fort Lee, New Jersey</b>
<b>Server</b> <b>Mar Vista Restaurant</b> <ul style="list-style-type: none"><li>Committed to providing customers with the best possible dining experience by being attentive and accommodating.</li></ul>	<b>05/2013 to 08/2013</b> <b>Bradenton, FL</b>
<b>Assistant</b> <b>A/C Electric of New York</b> <ul style="list-style-type: none"><li>Filed papers, created invoices and proposals for jobs, answered phones, downloaded blueprints, organized office filing system.</li></ul>	<b>03/2012 to 03/2013</b> <b>New York, NY</b>
<b>Assistant</b> <b>Legal Aid of Manasota</b> <ul style="list-style-type: none"><li>Performed general administrative work, including faxing, copying, mailing, etc.</li></ul>	<b>06/2012 to 08/2012</b> <b>Sarasota, FL</b>
<b>Journalist</b> <b>The Village</b> <ul style="list-style-type: none"><li>Wrote lifestyle articles about local inhabitants of Brasov, edited colleagues' work, assisted in organizing magazine layout.</li></ul>	<b>06/2011 to 08/2011</b> <b>Brasov, Romania</b>

## Additional Information

- tutor for high school students at MASA, part of non-fiction book club, member of politics club at NYU, news editor for the Exonian

## Skills

administrative, Adobe Acrobat, blueprints, copying, faxing, filing, general office, grant proposals, layout, Macintosh, mailing, market trends, meetings, MS Office applications, office, proposals, publication, research, Spanish, phones, articles