**Alexis Maker**

64 Saint James Ave

Enfield, CT 06082

860-874-9141- [a\_maker@cox.net](mailto:a_maker@cox.net)

**Education** **Bay State College**

Business Management (Marketing Concentration)

Projected Graduation 2013

Overall GPA: 3.94

**Manchester Community College, Manchester, CT**

Business Administration

Projected Graduation: 2011

Overall GPA: 3.73

**Computer/Language Skills** Microsoft Office Word 2007

Microsoft Office PowerPoint 2007

Microsoft Excel

**Experience** **Express, Enfield, CT & Express, Boston, MA**

November 2009- Present

Sales Associate

**DECA Club**

September 2007- May 2009

February 2011- Present

**Connecticut Staffing Service, LLC**, East Hartford CT

June 2009- December 2009

Through Connecticut Staffing Services I worked for DST Output in South Windsor, CT. I held a temporary position as the receptionist for the company. Performed tasks such as answering the switchboard, meeting and greeting clients, scheduling appointments, and data entry.

**Burlington Coat Factory, East Windsor, CT**

January 2008- June 2009

Sales Associate/ Cashier/ Customer Service

**Community Service Club**

September 2007 – May 2009