Alexis Austin

Phone: 860-816-1491

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Objective:To secure full/part time employment.

Work Experience:

Bank of America Processing Center (seasonal) April 2012-May 2012

Tax Processor –Clerical ( independently filing, processing tax information)

Windsor, CT

**Bidwell Care and Rehab center** Feb 2011-Aug 2011

Receptionist: customer service, clerical (answering phones, filing paper work)

Manchester, CT

**Aeropostale** Nov 2010-Feb2011 (Seasonal)

Sales Associate: cashier transactions, customer service, maintaining store (stocking, folding)

Farmington, CT

**Dunkin Donuts** Aug 2009-Oct 2010

Crew Member: cashier transactions, customer service, stocking cleaning.

Bloomfield, CT

**Gilly Hicks** Aug 2009-July2010

Floor Model: customer service, maintaining store

Farmington, CT

Education:

Associates Degree University of Hartford 2010