

## ALEXIS MEYER

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### PROFILE

Goal-oriented and task-driven content creator and training life coach, seeking career opportunities in business and marketing, computer based and client based fields; I am an independent worker who thinks outside of the box and is able to take her real world experiences and use them to enhance her performance in the workplace; seek to use natural talents to help clients meet their needs and goals.

### EXPERIENCE

#### FREELANCE CONTENT CREATOR; 2008-PRESENT

Uses Wordpress, Wix, Weebly, and Spruz web builders to create websites and web pages for clients, creating and managing social media pages for clients, following seo trends to better market social media, websites, and services for clients, minor HTML coding experience, write blogs and create web pages for client websites, freelance writer for web design firms, copy writer for clients, online self published fiction writer, Beta reader and editor for other writers, assisting in building client resumes and job searches for clients

#### DESIGNATED HITTER, WALGREENS; TOOELE, UT – JUL 2019-AUG 2020; SAINT LOUIS, MO JAN 2016-APR 2018

Entered and billed insurances for prescriptions, filled prescriptions for patients, helped transfer prescriptions from one pharmacy to our pharmacy (or a different pharmacy), performed smart counts on in stock medications, minor compounding (mixing amoxicillin and other antibiotics), rang up patients, for their prescriptions or shots, answered patient questions, helped patients locate items in the store, assisted team members on the retail side, helped stocking and cleaning of the store, provided friendly experience for customers and assisted them when needed, minimal knowledge of Western Union systems, photo department specialist, scanning Fedex packages into inventory and releasing them for customer pick up, CUSTOMER ASSOCIATE in SAINT LOUIS, MO – JAN 2016-APR 2018

#### CUSTOMER CARE ASSOCIATE, SPECTRUM (CHARTER COMMUNICATIONS); SAINT LOUIS, MO – MAR 2018-MAR 2019

Coming to work on time and ready to start taking calls, answering multiple calls a day in a fast paced environment, assisting customers quickly and efficiently, knowing the product and the different platforms that our products work on to better serve customers, using Citrix Billing system and Avaya-X phone systems, and other programs to assist customers with support related issues such as processing payments, restoring services, starting or

removing lines of business, and phone, internet, and app troubleshooting, made several TOP Performers metrics, was recommended for SI (Special Initiatives) Team

HOSPITALITY SPECIALIST, TIDY B CLEANING; SAINT LOUIS, MO – JUN 2014-NOV 2015

Responsible for cleaning several businesses and apartment complexes, cleaned and sanitized offices, bathrooms, gyms, college dorms, maintained property gardens and trash rooms, cleaned guest rooms and performed maid services for residents in apartment complexes, removed mold, rust, etc. from surfaces, performed make readies to clean and refurbish dirty apartments for leasing, HEAD HOSPITALITY SPECIALIST at Clayton at the Park Apartments

#### EDUCATION

TRANSFORMATION ACADEMY – LIFE PURPOSE COACHING, CURRENTLY ENROLLED

STATE OF UTAH DIVISION OF OCCUPATIONAL & PROFESSIONAL LICENSING –  
PHARMACY TECHNICIAN TRAINEE, ACTIVE LICENSE

UNIQUE CREATIONS COMPANY, SAINT LOUIS, MO – SEO MARKETING INTERN AND  
MANAGER, HR ASSISTANT; DEC 2015-MAY 2016

THEODORE ROOSEVELT HIGH SCHOOL, SAINT LOUIS, MO – DIPLOMA, MAY 2013;  
GPA: 3.0

#### SKILLS

Excellent written and verbal communication skills, strong customer service skills, strong critical thinking and problem solving skills, friendly, kind and caring towards strangers, customers and team members, team player, ability to work efficiently when independent, ability to learn quickly, take constructive criticism and show positive results, ability to work under pressure, responsible and accountable, web design skills, copy writing skills, minor HTML coding skills, some SEO skills, moderate computer skills, 3+ years in retail settings

#### REFERENCES

Eileen McGarland, +1 (314) 267-8862

Spectrum Supervisor, +1 (636) 248-5403

Priscila Gonzalez, +1 (516) 205-5191

Mariah Watts, Team Lead at Walgreens, +1 (435) 919-6165

Kristy Maffit, +1 (503) 956-7191

Katie Shaw, +1 (435) 841-4680

Tyler Tanner, +1 (385) 299-4198

Christian Tejada, +1 (308) 370-3311

Faith Clarke, +1 (314) 503-3322

Angie Doe, +1 (971) 757-0088

MORE REFERENCES AVAILABLE UPON REQUEST

PORTFOLIO TO INCLUDE WRITING SAMPLES, WEB DESIGN SAMPLES,  
CLIENT TESTIMONIALS, LICENSES AND CERTIFICATIONS AVAILABLE  
UPON REQUEST