**Alexis Collins**

**Dallas, TX 75215**

[**moniquea1121@gmail.com**](mailto:moniquea1121@gmail.com)

**920-651-5508**

**Work Experience**

**Dietary Aide**

**Dallas Independent School District- Dallas, Texas**

February 2019 to Present

* Setting up tables or other dining areas with attention to cleanliness and order
* Preparing meals under the supervision of a dietary manager or cook
* Delivering dishes and trays at designated times and rooms
* Clean food stations and wash dishes, cooking vessels and silverware
* Stock ingredients and monitor inventory

**Spectrum Operations Center- Appleton, Wisconsin**

August 2017 to January 2019

* Provided a high level of customer service over the phone in an efficient, friendly, and knowledgeable manner to our inbound customers
* Utilized problem solving skills to resolve customer questions and concerns
* Effectively assessed and performed troubleshooting equipment issues

**Dispatcher/Customer Service Direct Dialog - Fort Worth, TX**

March 2017 to July 2017

* Actively worked with coworkers and assisted them with client specifications under different campaigns for roadside under Allstate
* Provided coordination of schedules and directed work of Dispatchers in absence of Manager; worked closely with Manager to administer the Dispatch function
* Achieved results through teamwork

**Cashier/Customer Service Wal-Mart Super Center - Fort Worth, TX**

January 2015 to March 2017

* Welcomed customers by greeting them and offering assistance
* Rang up sales on computerized cash registers, processed payments, and applied discounts
* Stocked and faced merchandise on shelves as requested by store management
* Assisted in receiving freight and organized incoming products as directed

**Attendant CDS in Texas- Dallas, TX**

January 2013 to Present

* Assisted clients with personal hygiene, including shower, tub or bed baths, oral care, hair and skin care.
* Assisted clients with self-administration of medications.
* Meal preparation and feeding, when required.

**EDUCATION**

High School Diploma South Oak Cliff High School – Dallas, Texas

Diabetes Educated since December 2012

Certified Nurse’s Aide March 2018