

Kristina Alabastro

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EDUCATION

University of South Alabama

Bachelor of Science in Mathematics and Statistics (Minor in Finance), May 2018

- Student-athlete on Division 1 Volleyball Team; All-Tournament Team 2015-16, Second Team 2017
- Academic Awards: Honor Roll 2016-18, Dean's List 2015-18

EXPERIENCE

Front End Assistant

Costco

Tukwila, WA

June 2022

- Exhibiting high level of member service, answering consumers' demands and inquiries
- Following company procedures and guidelines, adapting well to changing duties and interruptions

Mathematics Teacher

Murphy High School

Mobile, AL

2020-2021

- Collectively maintained contacts for parent-teacher phone conferences with constructive communication
- Researched child behavior techniques to engage students with core learning curriculum
- Demonstrated keen knowledge using college education to outstandingly perform role as an ESL & summer-school instructor

Financial Advisor

American Softball Association

Satsuma, AL

2018 – 2020

- Efficiently utilized Microsoft Excel and Google Drive to assemble numerical and statistical data
- Generated meaningful process analyses to obtain viable business improvement and cost reduction
- Detail oriented data for game-time attendance and sales reported directly to CEO

Front Desk Receptionist

University of South Alabama

Mobile, AL

2018

- Occupied database server maintenance which included; updating contacts, new-purchase data entry, and university system fulfillment
- Provided outstanding customer service for inbound calls while aiding office visitors and university staff
- Organized and compiled important documentation for third-party university contractors and valued clients

AREAS OF EXPERTISE

- Expert data entry and organization skills
- Effective communicator and charming people-person
- Highly motivated and flexible in a fast-paced working environment
- Quick learner of software and programs
- Resolution through analytical and critical thinking

TECHNOLOGY SKILLS

Microsoft Word

Microsoft PowerPoint

Outlook

WebEx

Schoology

iOS Operating System

Zoom

Microsoft Excel

Windows Operating Systems