

Alexandra M. Stricklin

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EDUCATION

Michigan State University | *East Lansing, MI*

March 2021

Coding Boot Camp, Full-stack Web Developer

Saginaw Valley State University | *University Center, MI*

May 2015

Bachelor of Arts in Spanish Language

Minor in French Language

EXPERIENCE

Kaffee Haus | *Frankenmuth, MI*

November 2017 – Present

Barista, Administrative Assistant

Duties:

- Analyze and resolve work problems or assist employees in solving work problems
- Develop, encourage, and model a fun and positive work environment

Accomplishments:

- Designed and implemented an effective training program and employee manual
- Bridged the communication gap between the staff and owner to improve overall efficiency
- Created and maintained efficient accounts payable using QuickBooks, increasing company profits

Fox Glen Legacy, LLC | *Saginaw, MI*

March 2016 – October 2017

Leasing Specialist

Duties:

- Show apartments and answer prospective residents' questions
- Verify applications, complete resident screening, and follow up with applicant
- Prepare leasing agreements

Accomplishments:

- Created engaging social media initiatives to increase overall occupancy
- Processed delinquent accounts by creating payment plans to decrease company loss

ACTIVITIES

- Alpha Sigma Alpha, Member and Alumna

September 2008- Present

- Participate in annual community service events on campus and in the Saginaw area
- Girls on the Run
- Relay for Life
- Special Olympics

SKILLS

- Ability to absorb and retain information quickly
- Comfortable working independently and cohesively on a team
- Strong attention to detail while preparing documents and completing daily tasks
- Proficient in Microsoft Office Suite and able to learn specialized software
- Ability to multitask while exhibiting good judgement and composure in a fast-paced environment