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| Alexus Harris | 1459 Saint George Pl  Conyers,GA 30012  **(678)480-8508**  **alexusrclts@gmail.com** |
| EXPERIENCE **Liberty Tax Service,** Lithonia,Ga — *Tax Office Manager*  Sept 2013- CURRENT  Data Entry,Customer Service,Prepared federal and state tax returns,Daily Reports,Managed team of 5,Escalations,Training, hiring, terminations, scheduling, cash deposits, and budgets Carters, Braselton,Ga — *Replenisher/Stocker*Aug 2015 - Sept 2015 Moved, stored and transferred merchandise,Lifted up to 50lbs,Inventory,Maintained a clean, organized and safe condition of equipment and work area,Picked,packed and transported orders Bojangles, Conyers & Covington,Ga— *Crew Member*Oct 2011 -June 2015Opened and set up store,Server, cooker, packer,Drive thru,Inventory,Customer Service**Protemps,** Conyers,Ga— *Entry Level Warehouse*April 2014 - Nov 2014 Moved, stored and transferred merchandise,Lifted up to 40lbs,Maintained a clean, organized and safe condition of equipment and work area,Picked and transported orders EDUCATIONRockdale County High School, Conyers,Ga— *Diploma*July 2009 - May 2013 | SKILLS Computer skills  customer service  managerial  warehouse  retail  Type 36wpm  Skilled in office software(excel,outlook,Power point, & Word) |