Alexis Strong

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OBJECTIVE

Seeking an entry-level position in order to advance skill sets needed for supporting and advancing business operational efforts. A position that will allow me to utilize the skills gained in previous positions and to build a long-term career professionally within a team oriented environment.

EXPERIENCE

Seeking opportunities to build job related experiences in the workforce.

Debbie's Floral Designs Waukegan, Illinois *April 2018 – June 2018*

- Floral Housekeeping & Arrangement Assistance

EDUCATION

Waukegan High School Graduate *June 2018*

- Received High School Diploma.
- Currently, pursuing post-secondary education considering College of Lake County.

SKILLS

- Familiar with Microsoft Word and Excel
- Customer Facing Skills
- Time Management
- Organizational Skills
- Problem-Solving
- Active Listening

CERTIFICATES, CERTIFICATIONS and AWARDS

Illinois WorkNet *State of Illinois* *August 2019*

- Received State of Illinois Certificate for Career Advancement

Employee Connections, Inc., NFP *Waukegan, Illinois* *August 2019*

- Social Media Etiquette Certificate
- Interpersonal Communication Certificate
- Conflict Resolution Certificate
- Diversity & Inclusion Certificate

REFERENCES

References are available upon request.