ALEXANDRA CAMMAROTA

CONTACT DETAILS

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Location: Brooklyn, NY
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EDUCATION

B.A. Interdisciplinary Studies
English/Communications Focus
Southern Connecticut State University
New Haven, CT | May 2020

SKILLS

- Customer Service
- Management
- Communication
- Research
- TIPS Certified
- Instagram, TikTok, Twitter, Facebook, WordPress
- Patient
- Organization
- Problem Solving
- Detail Oriented
- Self- Motivated
- Multi-tasking
- Thrives in fast paced environment
- MS Word, Excel. Powerpoint Proficent

PROFILE

Highly motivated and ambitious creative professional with a huge passion for the music and entertainment industry. Seeking an opportunity to expand my knowledge and grow within the music and entertainment industry. Collaborative team-player by nature, eager to challenge myself in order to create success within the work performed.

WORK EXPERIENCE

Guest Relations
Avant Gardner
April 2022- Present
Welcoming guests upon entry, providing excellent customer service, working with the operations team during events to provide the highest quality experience, learning and demonstrating understanding of venue operations and upcoming events, resolving any guest issues, and handling any cash/credit transactions.

Administrative Assistant
American Chaircar Services
August 2017 - Present
In-office assistant handling customer service, answering phone calls, billing, scheduling, filing paperwork, dispatching, meeting preparations, and various other day-to-day operations to ensure tasks are handled in a timely and organized manner.

Server
Little Pub, LLC
May 2016 - Present
Serving lunch/dinner to 50-100 customers per shift, Memorize 30+ menu items and rotating specials in order to cater to various guests, swiftly and successfully resolve any conflicts resulting in customer satisfaction

References available upon request.