AS

Alexa Stevens

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Summary

Experienced and dependable worker with a proven track record of efficiently completing tasks in various settings. Skilled in manual labor, customer service, computer, multitasking and time management abilities. Safety-conscious with a strong work ethic and the ability to adapt to different environments. Ready to contribute to a dynamic team and make a positive impact.

Skills

- Excel
- Outlook
- Administrative Assistant
- Hot Schedules
- Interviewing
- Bookkeeping
- Roofing
- Office Management
- Event Planning
- Human Resources
- Cash Handling
- Restaurant Experience
- Payroll
- Flexible and Adaptable
- Social Perceptiveness
- Multitasking
- Problem Resolution

Experience

The Service

Lead Generation: Publicity *10/2024 to Current*

- Developed media lists and facilitated press outreach to secure coverage for rising musicians in industry publications, blogs, podcasts, and social media.
- Identified and targeted potential leads through online research, networking, and database tools, growing artist exposure through new partnerships with media outlets, venues, and influencers.
- Create lead by gathering relevant info (name, contact details, project details) and organizing everything on excel. Forward leads to my boss.
- Build professional and long-lasting relationships with our clients.

ZEBS TRADING CO

Manager/ Bartender/ Server *04/2022 to Current*

- Utilized high levels of energy and superior multitasking abilities to quickly fill food service orders
- Communicated with customers to ensure full satisfaction and accommodate their needs
- Upheld inventory and high levels or cleanliness by helping design orders
- Memorized food and drink orders, in addition to always making sure every customer had what they needed
- Preformed managerial duties such as managing the front of the house, handling high volume of cash, closing the bar and making sure everything is locked up and safe at the end of each night.

My Neighbor Felix

Waitress | Denver, CO *09/2021 to 03/2022*

- Handle a high volume of customers regularly
- Welcomed customers as they arrived
- Set up payments by POS
- Worked as a team with coworkers

- Cash handling

Blake Street Tavern
Bartender/Manager *01/2020 to 09/2021*

- Oversaw high-volume establishment in a fast-paced environment
- Schedule employees for all front of the house positions
- Maintain a safe work environment by checking in with all employees and pre shift meetings
- Conduct interviews and hire front of the house staff
- Held orientation for all new hires
- Excellent customer service - Became friends with all regulars and new faces that walked into the restaurant
- Handle cash and credit cards
- Perform all closing specific duties most nights.

PREMIER ROOFING
Billing Coordinator *11/2017 to 12/2019*

- Perform bookkeeping activities such as invoice preparation for customers
- Solicit payments from customers and insurance adjusters through phone calls
- Compile and process information such a price, material, labor rates etc.
- Ensure customers are billed correctly for services

Education and Training

Bachelor of Science
Metropolitan State University of Denver
Psychology

Paw Paw High School