

ALEX J. FELLEENZ

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OBJECTIVE

To utilize my experience to assist your company to its maximum growth and potential.

SKILLS & ABILITIES

Proficient in Microsoft products. Certified in first aid and CPR

EMPLOYMENT

SELLSTATE ON 5TH – NAPLES, FL

10/2020 – 04/2022

Administrative Assistant: Responsibilities included top quality customer service via phones, email, walk in on showroom floor. Aided assistance to over 80 real estate agents. Handled new hire paperwork and on boarding. Worked with programs MLS, Back at You, and Dot Loop. Kept detailed, and up to date records of all listings, pending's, and closings. Processed all commissions, and banking deposits. Designed, and created listing brochures. Updated business website. Frequently created social media posts. Handled scheduling for agent's floor time, and occasionally office managers. Created weekly reports, and managed weekly zoom/office meeting. Developed close relationships with many mortgage and title companies. Planed and organized events, and holiday parties.

BAMBUSA BAR & GRILL – NAPLES, FL

03/2018 – 03/2021

Bartender/Server: Responsibilities included providing quality customer service. Preparing beverages and some food to customers satisfaction. Cash/credit handling. Opening and closing of establishment. Responsible for processing end of day/shift reports for other employees (money management). Assessing needs and preferences of customers and making recommendations. Following food, beverage, and state requirements and regulations.

THE DAM BAR AND GRILL- BELLEVILLE, WI

09/2011 – 02/2018

Bartender/manager: Responsibilities included providing quality customer service. Preparing beverages and food to customers satisfaction. Cash/credit handling. Opening and closing of establishment. Interacting with customer in polite and professional manor. Assessing needs and preferences of customers and making recommendations. Order and restock bar inventory. Prepare and create daily food and drink specials. Follow state requirements and regulations.

GREENCO INDRUSTRIES – MONROE, WI

12/2011 – 08/2016

Supervisor of Environmental Services 2/2016 – 08/2016: Supervise a staff of 16 working adults with disabilities. Help staff stay on task cleaning a medical clinic. Responsible for appropriate discipline. Ensure policies and procedures are followed. Act as the liaison between GreenCo and the clinic.

Administrative Assistant 12/2012 – 1/2016: Provided top notch customer service experience. Processed payroll for 75+ people. Kept track of all attendance records. Shipping/receiving, accounts payable and receivables. In charge of bank deposits. Scheduling/set up of Board Member meetings. Responsible for new hire paperwork (I-9 and W-4).

Client Aid 12/2011 – 12/2012: Provided one on one assist for adults with disabilities. Assisted with activities and job coaching.

WPS HEALTH INSURANCE – MADISON, WI

3/2010 – 12/2011

Customer Service Representative: Provided quality customer service to military beneficiaries and their families. Processed and adjusted insurance claims.

MADISON AREA REHABILITATION CENTER – MADISON, WI

8/2009 – 12/2011

Job Coach: Assisted adults with developmental disabilities. Responsible for transportation of clients, administration of first aid. Supervise and assist clients with their job duties.

EDUCATION | **MIDDLETON HIGH SCHOOL, MIDDLETON, WI**
HIGH SCHOOL DIPLOMA

REFERENCES | References are available upon request

