

Alexis Kimmons

My name is Alexis

Loveland, CO

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My name is Alexis and I am a 22 year old from Wisconsin. I am a tenacious individual, which learns fast and likes to stay busy. So much so, that I graduated high school one full year early! I am someone that communicates well, compassionate to help others and volunteer to take on more than what is assigned to me.

Authorized to work in the US for any employer

WORK EXPERIENCE

Shift Leader/Manager

Culvers Butter Burgers & Frozen Custard - Fort Collins, CO - 2017-06 - Present

As I walked in as a crew member with experience in Culver's as my first job at age 14 I really showed initiative in my job performance by maintaining cleanliness, happy customers and good relationships with employees to where I was crowned shift leader after a month of my hard dedication to where I expressed my knowledge of customer satisfaction and hard work to my fellow coworkers. I also take corrective action with difficult situations and make sure my coworkers are on board with training and hospitality.

Hostess, Busser, Greeter

Bad Daddy's Burger Bar - Johnstown, CO - 2017-04 - 2017-06

I am one to stay very busy to where I am not told what to do and I keep up with tasks on time and usually the last one to get cut for the day. On that note I have excellent feedback from customers on a weekly basis regarding my work.

Assembly Line Worker

Cree Inc - Sturtevant, WI - 2015-01 - 2016-08

Participation in the LEAN team.

Training others and motivating people everyday to reach a higher goal. I've saved the company thousands of dollars due to my close eye on quality. I began working alone after a month of showing my hard work and I was in charge of the rework station with one other gal. The rework station is where employees from other lines in the factory drop off a light that's malfunctioning and not sure how to fix it. I was hired into this company through a temp agency after my 90 days. Which not many people were able to do.

Chiropractic Technician/Medical Records Keeper/Massage & Physical/Red Lazer Therapy

Spine & Joint Institute of Racine Wisconsin - Racine, WI - 2013-07 - 2015-01

Initial history intake for new patients, subjective from re-exam patients and document doctor notes\comments, scheduling appointments, radiology assistant, multi phone lines, assist all doctors with patient x-rays, coordinate with attorneys and insurance companies for medical records, complete process and tracking of medical records along with collection of payments for such records, training of employees at secondary clinic in Milwaukee to ensure they carry out the correct policy and procedure for medical records, patient therapy, inventory tracking of both medical and office supplies.

Platters/GWAM & Weekend Custodial Member

UW-Platteville Dining Services - Platteville, WI - 2012 - 2013

Cook in the kitchen making burgers, fries, chicken, pizza, calzones, stocking market area, work cash register and serving. I also worked for a custodial crew on the weekends cleaning the dormitories.

Team Member

Culvers - Racine, WI - 2009-07 - 2012-07

First Employee of the month at this location. Job details in cash handling, customer service and clean dining experience for all.

EDUCATION

B.S. in Forensic Investigation, Business Administration, Emphases

University of Wisconsin - Platteville, WI

2012-09 - 2013-03

Graduated 1 year early in Teacher Assisting

J.I. Case High School - Racine, WI

2009-06 - 2012-06

SKILLS

Cashier Cash Handling, Customer Service, Cleaning (Tables, chairs, floors, windows, doors, bathrooms, kitchen), Drive Thru, Leadership, Server, Host, Assembly, Medical Billing, Data Entry, Patient Care, Patient Scheduling, Powerpoint, Microsoft Office, Excel, Administrative Assistant, Medical Records, Filing, Fax, Mathematics, Photoshop, Quality Assurance, Receptionist, Sales, Team Building, Video Editing, Windows, Public Speaking, Shift Lead

LINKS

http://m.journaltimes.com/news/local/memorial-day-ceremony-organizers-aim-to-restore-day-s-meaning/article_d9000d42-8b3c-11e0-ba69-001cc4c03286.html

AWARDS

Exploring Engineering Day

2008-11

The college of Engineering and the Department of Engineering Professional Development recognize Alexis Kimmons.

The University of Wisconsin Madison

Volunteer Center of Racine County

2012-01

You have successfully completed the most volunteer hours of our quarterly of YAB meetings and service projects. Thank you for your dedication, time and patience.

CERTIFICATIONS/LICENSES

Chiropractic Technician

2013 - 2016

GROUPS

Volunteer Center of Racine County and Youth Volunteer Corps of America/ Lincoln Lutheran Nursing Home/ HOPE Homeless Shelter

2006-01 - 2012-01

Activities coordinator for the residents in Lincoln Lutheran along with helping kids at a HOPE to read and explore creativity with art projects. Ive also helped with career fairs as well.

Midwest Culturally Inclusive Conference

2012 - 2013

Volunteer/Student Ambassador
+ OH SNAP! - Facilitator

TAD - "Teaching Awareness through Drama" UW-Platteville

2012 - 2013

Rehearsal for a play to present to new freshman college students about the risks and dangers of drinking, drinking and driving, not getting much sleep, not studying, drugs and tobacco.

Vice President of UW-Platteville Art Club

2012 - 2013

Organized a destination in Chicago to experience all the artwork Chicago has to show.

Peer Mentor in Zeta Beta Chi Sorority of UW-Platteville

2012 - 2013

Guide students into staying active in sports, help raise donations for breast cancer and the hungry and cleaned up trash off the roads to keep a safe and clean campus.

DRIVEN Scholar's Program of UW-Platteville

2012 - 2013

Won best T-shirt contest and formally dressed for dinner to speak and discuss goals with the Dean of UW-Platteville and professors.

UW-Platteville - New Freshman Welcome Crew Member

2012 - 2013

Welcome new students to campus, handing out bottles of water, help unpack and help clean up.

PUBLICATIONS

West Lawn Memorial Day Parks Memorial Day Service Speech

http://m.journaltimes.com/news/local/memorial-day-ceremony-organizers-aim-to-restore-day-s-meaning/article_d9000d42-8b3c-11e0-ba69-001cc4c03286.html

"It's a day when we remember all the young soldiers who died to protect our nation," said Alexis Kimmons, a sophomore at Case High School. "If it were not for them, there would be no us, no land of the free."