
Alexander Black

118 140th Street SW, Everett, WA 98208
(C) 479-619-6201 (E) alexlynnblack@gmail.com

Career Overview

Personable, responsible, service driven individual with experience in customer service, product sales and the restaurant industry. Solid team player with upbeat, positive attitude. Self-directed and capable of managing multiple priorities.

Core Strengths

- Adaptive Team Player
- Active Listener
- Courteous Demeanor
- Energetic Attitude
- Inventory Maintenance
- Order & Payment Processing
- Proofreading Skills
- Efficient Typist
- Public Speaking
- Creative Problem Solving
- Superb Reading Comprehension
- Grammar & Writing

Accomplishments

- National Forensics League Quarter Finalist (Wichita, KS)
- Second Place at the National Mock Trial (Dublin, Ireland)
- Self-Published Author
- World Traveler

Educational Background

Southeast Community College – Lincoln, NE, USA

Bachelor of Arts: English

Completed sophomore and junior courses

University of Nebraska – Lincoln, NE, USA

Bachelor of Arts: General

Completed freshmen and sophomore courses

Work History

07/2012 - 01/2014 **JTK Restaurant** – Lincoln, NE

Line Cook

06/2011 - 06/2012 **Pizza Hut** – Lincoln, NE

Delivery Driver

05/2007 - 02/2010 **Midwest Steel Sales** – Gravette, AR

Customer Service Representative

Experience

Customer Service: (Midwest Steel)

- Assisted customers in the store and over the phone by promptly responding to general inquiries from customers about products, production status, missing items, re-orders.
- Handled all cash and credit transactions.

- Interacted with plant production personnel to follow up on shipping statuses.

Product Sales: (Midwest Steel)

- Assisted customers purchasing ancillary products
- Order Transportation & Fulfillment.
- Assisted loading building products for delivery.
- Performed QA on truckloads to ensure orders were filled correctly.
- Conducted bi-weekly inventory counts.

Teamwork:

- Assisted with quarterly menu and wine dinner creation at JTK.
- Assisted head chef with exquisite meal preparations.
- Responsible for Sauté, Salad, and Dessert Stations.
- Trained new staff.