



Alyssa Hardy &lt;alyssa@acrobatoutsourcing.com&gt;

**resume**

1 message

**Susannah Alexander** <susannahalexander@yahoo.com>

Thu, Jun 23, 2016 at 5:23 PM

Reply-To: Susannah Alexander &lt;susannahalexander@yahoo.com&gt;

To: "alyssa@acrobatoutsourcing.com" &lt;alyssa@acrobatoutsourcing.com&gt;

Ms Hardy,

I am emailing you a copy of my resume and I look forward to meeting with you tomorrow.

Sincerely,  
Susannah Alexander

**Susannah Alexander**

2200 s pleasant valley rd  
[susannahalexander@yahoo.com](mailto:susannahalexander@yahoo.com)

**Objective:** A responsible and challenging position that will utilize my education and background and allow me to progress in the customer service industry. Also have recently acquired supervisory experience .

**Experience**

2012 to 2015

Evins

Various positions including sporting events at the Frank Erwin center and data entry for the Texas Toll roads.

8/2008 to 05/2011

Sodexo at the University of Texas

Supervisor

Duties included interviewing, hiring, and training of new employees .Also did weekly inventory of all store merchandise, food and beverage items and placed weekly orders for these items as needed. Opened and closed store on a daily basis and made sure that staff performed their duties as required. Also made weekly schedules to ensure store was adequately staffed.

9/2005 to 2007

The Personnel Store

Austin , TX

*Cashier and Clerical*

Performed cashier and clerical functions in a variety of settings including the University of Texas at Austin , Austin Convention Center (Katrina Relief) and others. In these settings I was able to

provide a good standard of customer service, sometimes in difficult conditions. In addition I was successful in completing cashier and money handling functions with a high degree of accuracy.

10/2004-9/2005 Job Search/Temp Jobs

Austin , TX

*Clerical, Customer Service, Marketing*

While job searching I worked at such places as Lance Armstrong Foundation, X-Box 360 Marketing and Texas Paralyzed Veterans.

6/2001-9/2004 Medical Staffing Network

Austin , TX

*Home Health Aide*

Performed excellent home health care to elderly clients in their homes. Duties included preparing meals, administering medications, housekeeping, & assisting with daily care.

Reported changes in patient's health to supervising nurse.

1998-6/2001

Nurse-Finders

Austin, TX *Psychiatric*

*Aide*

Provided daily care to adults and children that were mentally-ill or retarded. Duties included assisting with medications, meals, and transporting patients to medical appointments and classes.

Charted patients' behavior and reported any changes to the on-duty nurse.

10/1993-12/1997

Austin State Hospital

Austin , TX

*Services Assistant*

Provided daily care to adult patients on acute services ward. Duties included assisting with admission and discharge of new patients, transporting patients to appointments and meals, and giving medications.

Reported any behavioral changes to the nurse.

3/1991-8/1993

DialAmerica

Austin , TX

*Customer Service Rep*

Verified new MCI customers' services and billing information via phone.

Utilized data entry skills and answered customer queries as needed.

6/1990-1/1991

South-West Federal Savings

Austin, TX

*Bank Teller*

Duties included cashing checks, making deposits, opening and closing accounts, issuing money orders and traveler's checks, and balancing the cash drawer daily.

## **Education**

1986

St. Augustine Girls High School

Trinidad, West Indies

1986-1988

North-Eastern College (Biology)

Trinidad, West Indies

A-level Diploma (equivalent to associates degree)

1990-1991

Austin Community College (Sociology)

Austin TX