

ALEXIS PARROTTE

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Motivated and diligent professional with demonstrated leadership and effective communication abilities. Eager to contribute my skills and drive as a valuable member of your team. With a strong sense of follow-through and a positive demeanor, I am poised to help accomplish company objectives.

EXPERIENCE

August 2024-Present (Full-Time)

Clerk/Device Manager-A.I.S.D

- Maintaining student records
- Answering phones
- Receiving and Distributing Mail
- Creating New Forms
- Providing general information
- Managing Calendars
- Generating Reports
- Ensuring compliance with policies and procedures
- Providing general office support
- Organizing files
- Key Distribution
- Chromebook Issues/Maintenance
- Handles all after school programs

August 2023 - Present (Part-Time)

HR/Payroll- The New World Bakery

- Administer new hire paperwork and onboarding procedures.
- Manage customer payments on a weekly basis.
- Process employee payroll and maintain filing systems.
- Generate various reports as needed.
- Oversee employee timekeeping systems.

August 2022 - July 2023

House Cleaner- Mario's Natural Cleaning Service

- Service upscale residences throughout the Seattle area.
- Perform thorough cleaning and deep-cleaning tasks for residences of various sizes. - Duties include dusting, vacuuming, mopping, and sanitizing bathrooms and kitchens. - Change linens, clean refrigerators, and handle trash disposal.

- Deliver superior customer service, ensuring client satisfaction and maintaining confidentiality of access codes and keys.

November 2021 - May 2022 (Part-Time)

Bartender - Central Ave Bar

- Managed opening duties and cash handling procedures.
- Operated pull tabs and facilitated payouts for winners.
- Provided food service and prepared a variety of drinks.
- Changed kegs, stocked inventory, and maintained bar cleanliness.
- Handled phone orders and provided exceptional customer service.

June 2018 - May 2022 (Part-Time)

Cocktail Waitress, Barback, Bartender, Event Rider - Emerald Queen Casino

- Managed cash transactions and performed cleaning duties.
- Ensured guest satisfaction by delivering high-quality service.
- Prepared drinks, changed kegs, and stocked bar inventory.
- Assisted bartenders and maintained bar organization.
- Provided top-tier service to performing artists and guests.

March 2017 - July 2021

Security Personnel- StaffPro

- Provided security services and ensured guest comfort at events.
- Conducted bag checks and utilized wand equipment.
- Enforced alcohol policies and managed ejection procedures.

January 2015 - March 2016

Various Roles - Mama Stortinis

- Excelled in multiple customer service positions, including waitress, hostess, bartender, food runner, dishwasher, and supervisor.
- Maintained a positive work environment and prioritized customer satisfaction.

Education

April 2026

Dental Assisting School of Kyle-RDA

- Completed a 13 week program of Dental Assisting
- Learned chairside procedures
- How to take and process x-rays
- Proper steps on Sterilization
- Completing 40 hours of externship
- Infection control protocols
- Patient care techniques
- Dental charting

*Certified CPR

*Completed Human Trafficking Course

*Graduating April 17th

May 2017

Massage Therapy Certification - Cortiva Institute

- Completed a comprehensive 9-month massage therapy program.
- Acquired in-depth knowledge of human anatomy and physiology.
- Transitioned focus to career paths emphasizing customer service excellence

SKILLS

- **Hardworking:** Committed to putting in maximum effort to achieve goals.
- **Positive Attitude:** Approach tasks with optimism and enthusiasm.
- **Motivated:** Driven to excel and exceed expectations.
- **Reliability:** Consistently delivers results and meets deadlines.
- **Creativity:** Able to think outside the box and find innovative solutions.
- **Flexibility:** Adapt quickly to changing situations and priorities.
- **Problem-Solving:** Skilled at identifying issues and implementing effective solutions.
- **Willingness to Learn:** Eager to acquire new skills and knowledge. - **Humble:** Approach challenges with humility and openness to feedback. - **Honesty:** Act with integrity and transparency in all interactions. - **Accountability:** Take responsibility for actions and outcomes.

References

Harley Haltermann 512.363.7696-Boss at The New World Bakery

Alyssa Turnipseed 830.624.5343- Work Colleague at AISD

Kate Discher 512.820.9710 -Parent Volunteer for AISD **Noha**

Khalifa 312.505.4613 -PTA Parent for AISD