

Alexa Collins

EDUCATION

Owings Mills High School
August 2018 - June 2022 (Graduated)
3.7 GPA
Class rank: 6/312
159 service hours

Towson University
August 2022-Present
Graduation Date June 2026
Graphic Design BFA Major

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WORK EXPERIENCE

Paper Source (September 2021-Present)

Manager (2022-present): All skills of a sales associate, opening/closing the store, managing the safe/deposits, managing the registers, and training new employees while guiding them to meet sales goals.

Sales Associate, Cashier (2021): Ring customers up, help customers to find products, recommend products for purchase, set up front displays, make sure store is organized, clean up store, demo tables, restocking products, setting up display tables, and managing returns as well as online orders.

Reisterstown Family Diner (July 2021-September 2021)

Cashier, Hostess: ringing up customers, taking orders in person as well as on the phone, preparing orders, and seating customers

Academic

-Volleyball Captain

Lead the team, guide team morale, support, inspire and represent the members of team fairly and consistently at all times.

-Builders Club treasurer

Manages finances of club, makes decisions pertaining to money in the club.

-Builders Club Vice President and treasurer

Helps with leading the club, supports the president's position, takes part in making decisions for the club, organizes club events.

Skills

- Organized
- Responsible
- Dependable
- Able to adapt to many situations
- Detail oriented
- Able to work with others & independently

Programs

- Adobe Suite (InDesign, Illustrator, Photoshop, Lightroom, Premiere, Dreamweaver)
- Microsoft Programs (Word, Excel, Powerpoint)
- Rhino 3D Program (version 8)

Volunteer work:

- Server at Kiwanis Pancake breakfast
Greets guests upon entering and escort them to their seats, maintains a family friendly environment, serve meals to guests, and ensures orders are ready in a timely manner.