

Alexia Davis
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(936)581-7146

Work History

Barnes & Noble Bookstore

June 2019- Current

- Retail
- Product management
- Career management & counseling
- Customer Service
- Team Leader

Word Vomit Podcast

Host/Creator

January 2020-Current

- Manage social media
- Advertisement
- Marketing
- Interview guest
- Content creator

Coasy Home

August 2020-Current

- Design product
- Manage employees
- Social Media
- Marketing & Advertisement

Huntsville Memorial Hospital

PBX Operator

June 2018-2019

- Answer phones with a friendly and welcoming voice
- Take payments
- Verify insurance & take payments
- Managed office supplies & orders
- Operate medical programs

Education

Huntsville High School

2013-2016

High School Diploma

Onondaga Community College

2019-Current

Awards/Acknowledgements

- 3 poems published in 2019 East Fork Journal
- Tested & launched Box of Books program in Onondaga Community College
- Founder of Coasy Home

Skills

- Experience with Google Docs, Microsoft, Word, Photoshop, ect..
- Detail oriented
- Strong writer
- Experience in lifestyle content, script writing, and blogging.

References

Catlin Williams - B&B Supervisor - 315 498 2246

Dawn Ogunfolakan - Relative - 936 207 7541

Tasha Reeder - Family Friend - 254 290 7687