

ALEXIS WOODLAND

Administrative and creative professional

3054 S Glengarry Rd
Memphis, TN 38128

adw9696@gmail.com
901-205-4826

WORK EXPERIENCE

Receptionist/Mailroom Clerk/Facilities Assistant
Wright Medical/Stryker

Memphis, TN | June 2017 - Present

- Managing office needs such as supply orders, filing of documentation, and communication with external vendors
- Managing and operating the Accounts Payable and Accounts Receivable department of the organization (i.e administrating checks and vouchers, managing billing, and outreach)
- Performing essential office needs such as copying, faxing, and emailing important documentation
- Communicating with visitors to successfully meet their goal within the organization's office by directing them to their destination and answering inquiries
- Maintaining the organization of the reception area by communicating with visitors, monitoring the logbook, maintaining security protocol, providing visitor badges, and keeping the area clean
- Managing incoming and outcoming mail and phone traffic within the office
- Supporting the team with administrative tasks such as data entry/management for invoices and documenting irregularities and continuing needs
- Managing the creation, allocation, and configuration of employee badges

EDUCATION

BA/BS in Creative Writing
Minors in Advertising,
Journalism & Spanish
University of Memphis
2020

CORE QUALIFICATIONS

- Microsoft Office (PowerPoint, Word, Excel)
- Adobe Programs (InDesign, Photoshop, Illustrator, Adobe Premiere Pro)
- Advanced computer skills (Data entry, word processing)
- Advanced administrative skills (copying, printing, faxing, mail distribution, phone coverage, filing)
- Communication
- Teamwork
- Quick Learner
- Avid Listener
- Customer Experience Oriented

References

Bill Moore
Stryker
Facilities Manager
1023 Cherry Rd. Memphis, TN 38117
(901) 592-7552

Amber Sears
American Eagle Outfitters
Sales Manager
2760 N. Germantown Pkwy,
Suite 100 Memphis, TN 38133
(901) 377-9788