

Alexander Mitchell

Pre-Law Student

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Professional Synopsis

A mature & reliable scholar, effective at multi-tasking and maintaining composure under pressure. Promptly on time, while learning quickly and working hard at any task given.

Skills

- Proficient oral discourse
- Proficient time management skills
- High aptitude in project/staff coordination
- Hard working
- People-oriented
- High technical aptitude
- Moderate law aptitude
- Detail-oriented
- Quick learner
- Goal-oriented
- Self-driven



Education

Independence high school 2009-2013

-Graduated

American West School of Real Estate 2015-2016

-Graduated

Bakersfield College 2019-Present

- 18 Units Completed



Certifications/Licenses

Licensed Real Estate Agent

Basic Life Support Certified

Social Media Marketing Certified



Experience

Service Representative, 11/2017 to 2019

Kaiser Permanente - Bakersfield, Ca

- Checking in patients on a daily basis
- Scheduling appointments for patients on a daily basis
- Working in a urgent care environment while communicating with doctors and nursing staff for patient care
- Scheduling and coordinating radiology appointments and adhering to STAT appointments
- Assisting in coordinating new projects
- Directing phone calls to doctors and medical staff
- Adhering to patient benefit/insurance inquiries
- Daily cash handling workflow (Co-Pays, etc.)

Technician, 11/2015 to 11/2017

Apple inc. - Bakersfield, Ca

- Adhering to daily appointments and administrative detail
- Analyzing and following up on appointments & reports
- Acting project manager for pilots, and staff coordination
- Assisting managers in maintaining store standards
- Assisting in adjusting store protocol to better assist colleagues and/or customers
- Conducted Repairs on apple products
- Trouble shooting apple products (Software & Hardware)
- Check in/creation of appointments in person & over the phone
- Consistent with cash handling

Teller, 08/2015 to 11/2015

Citibank - Bakersfield, Ca

- Handling large cash transactions
- Opening and closing accounts
- Handling administrative duties
- Mobile banking app assistance
- Online banking assistance
- Check cashing
- Deposits & withdrawals

Cashier, 02/2015 to 08/2015

Dickey's Barbecue Pit - Bakersfield, Ca

- Cash handling, and up selling products.
- Greeted customers promptly, while meeting their satisfaction.
- Conducted table touches with costumers, acquiring anything they need, and creating small talk.
- Stocking up front supply's

Teller, 02/2013 to 06/2013

Kern Schools Federal Credit Union - Bakersfield, Ca

- Greeted customers in a timely fashion while quickly determining their needs.
- Engaged with customers in a sincere and friendly manner.
- Built relationships with customers to increase likelihood of repeat business.
- Handled money on daily bases
- Closed auto loans & mortgages
- Assisted members with any financial needs

Model, Sales Representative, 11/2012 to 01/2013

Hollister co. - Bakersfield, Ca

- Greeted customers in a timely fashion while quickly determining their needs.
- Recommended merchandise to customers based on their needs and preferences.
- Maintained knowledge of current sales and promotions, policies regarding payment and exchanges and security practices.
- Responded to customer questions and requests in a prompt and efficient manner.
- Engaged with customers in a sincere and friendly manner.
- Completed all cleaning, stocking and organizing tasks in assigned sales area.
- Built relationships with customers to increase likelihood of repeat business.

Little League Basketball Coach, 06/2012 to 8/2012

Basketball Universe Academy - Bakersfield, C

- Interaction with kids on a personal level.
- Teaching kids K-8th
- Building relationships with kids.
- Teaching kids how to build up their hand-eye coordination, while implementing the game of basketball into their day to day lives