

# J'Taysia Alexander

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## EDUCATION

Douglas MacArthur High School  
Diploma Earned  
JROTC Graduate  
First Sergeant Distinction

San Antonio, TX  
May 2019  
San Antonio, TX  
May 2019

## EXPERIENCE

Storm Consulting Group, LLC  
*Administrative Support*

Frankfort, IL  
Sept. 20-Present

- Ensure invoices are properly filed
- Create weekly cost reports detailing contract amount and what both parties have agreed on, the actual job cost, and the profit percentage
- Create purchase orders
- Prepare profit and loss reports detailing revenues, costs and expenses incurred during a specified period, generally a fiscal quarter or year
- Tend to office needs whenever necessary

Zaxby's  
*Cashier/Food Prep*

New Braunfels, TX  
Oct. 2019-Dec. 2019

- Responsible for cash handling and guest interaction
- Prepare food orders to meet goal time
- Upholding company sanitization standards within the workspace
- Opening and closing duties to maintain facility

House of Air  
*Flight Crew/Supervisor/Party Host*

San Antonio, TX  
June 2019-Oct. 2019

- Responsible for safety of participants
- Scheduled events and assisted in staff scheduling
- Facilitated setup and breakdown of events

Chuck E. Cheese  
*Gameroom Host/Party Host*

San Antonio, TX  
July 2018-Jan 2019

- Performed routine maintenance on machines
- Facilitated setup and breakdown of special events

## SKILLS

- Communication
- Computer literate
- Teamwork
- Dependable
- Adaptable