

Alexis Bundy

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EXECUTIVE SUMMARY

Currently studying Business Management at the University of Central Florida. Highly motivated individual with a strong ability to learn and grow within a company proven by five consecutive years of customer service experience. Ability to effectively operate in team and individual settings, and quickly adapt to achieve company objectives. Strongly developed critical thinking and problem-solving skills gained from experience coordinating staff and multitasking in a busy environment. Committed to utilizing and expanding upon current customer service and leadership skills.

EDUCATION

University of Central Florida , Orlando, FL Bachelor of Science in Marketing Cumulative GPA: 3.7	May 2025
Seminole State College , Oviedo, FL Associate in arts, general Cumulative GPA: 3.7	July 2023

ADDITIONAL INFORMATION

- **Computer skills:** Microsoft office, Canva
- **Certifications:** NASM certified personal trainer, Excel Associate Certification
- **Soft skills:** Customer service, critical thinking, adaptability, resilience, communication, multitasking

RELEVANT COURSEWORK

Computer Fundamentals for Business, Marketing, Principles of Managerial Accounting

PROFESSIONAL EXPERIENCE

Publix – Oviedo, FL Customer service staff member	May 2019 - Present
<ul style="list-style-type: none">• Demonstrate effective communication and problem-solving skills to build strong customer relationships.• Promptly respond to concerns with proficiency and work to exceed basic duties promoting customer satisfaction.• Maintain accuracy with recordkeeping and data input while executing various tasks to efficiently manage the customer service desk.• Delegate daily responsibilities among staff members as front-end coordinator to best utilize company time and resources.• Manage store finances using computer POS accounting software, maintaining accurate records of transactions, and setting up cash tills.	
Esporta Fitness - Winter Park, FL Personal trainer	March 2024 - Present
<ul style="list-style-type: none">• Utilize interpersonal communication skills to gain an understanding of clients and how to implement behavior changes for lasting results and healthier lifestyles.• Facilitating an upbeat, motivating environment while leading group classes.• Develop client relationships to understand client goals and provide knowledge on appropriate fitness and nutrition practices.	

VOLUNTEER EXPERIENCE

Youth care team member East coast believers church	May 2017- January 2020
<ul style="list-style-type: none">• Demonstrated appropriate behavior providing mentorship and serving as a role model for youth.• Managed multiple responsibilities within the classroom while meeting the needs of youth and their guardians.• Listened with patience and compassion to react appropriately in difficult situations.	
Assistant cheerleading coach Hagerty Pop Warner	July 2018- May 2019
<ul style="list-style-type: none">• Assembled and implemented age-appropriate cheerleading routines for youth athletes.• Trained and mentored athletes to consistently utilize proper technique for lasting performance optimization.• Conducted practices structured to keep athletes engaged and strengthen collaboration skills.	