

AM

# ALEXIS MEEKS

## Professional Summary

Outgoing and ambitious college student. Dedicated, driven, fast learner and people oriented. Eager to build skills in the work force.

## Work History

### University of Illinois, UIC - Resident Assistant

Chicago, IL

08/2024 - Current

- Monitored and inspected residence hall rooms to determine safety and manage maintenance issues.
- Assisted residents with transitioning into new living environment and maintained strong relationships with residents.
- Responded to room transfers, incident reports, and maintenance requests.
- Attended, participated, and contributed to monthly staff meetings addressing resident needs.
- Organized and hosted social and educational events for residents to foster meaningful connections and community spirit.

### Various - House/Baby/Dog Sitter

Chicago, IL

05/2024 - 08/2024

- Demonstrated reliability and trustworthiness by consistently arriving punctually for scheduled appointments or services.
- Developed strong relationships with clients, earning referrals and positive testimonials from satisfied clients.
- Gained repeat business through exceptional customer service and genuine compassion in my care.
- Adapted to diverse family structures, cultural backgrounds, and parenting styles to ensure a nurturing environment for all children under care.

### Chick-fil-A - Team Member/Trainer

Chicago, IL

07/2023 - 05/2024

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☎ 708-669-8740

📍 Chicago, IL 60607

## Skills

- Time Management
- Team Player
- Supportive
- Student Engagement
- Public Speaking
- Outgoing
- Resolution-oriented
- First-aid and CPR

## Education

Expected in 05/2027

### University of Illinois At Chicago

Chicago, IL

Pre-Nursing Track

- Resident Assistant for Campus Housing
- Participant in many clubs
- 3.8 GPA

06/2023

### William Jones College Prep

Chicago, IL

High School Diploma

- National Honors Society & National Music Honors Society

- Collaborated with managers to identify specific training needs for individual departments or teams.
- Tracked employees before, during and after training to verify attainment of training objectives.
- Reached out to managers and team leaders to source requirements for training and identify needs.
- Promoted a positive learning environment through effective communication and motivational techniques.
- Developed strong customer service and product knowledge skills to enhance individual and team performance.
- Kept work areas clean, organized, and safe to promote efficiency and team safety.
- Learned all required tasks quickly to maximize performance.

**Columbia Yacht Club - Sailing Instructor**

Chicago, IL

06/2022 - 08/2022

- Maintained full safety and boating credentials.
- Worked closely with students and parents to increase positive feedback from parents and boost overall student success.
- Led skill assessments for new students, accurately placing them into appropriate training levels based on demonstrated abilities and knowledge gaps.
- Established rapport with diverse groups of learners by adapting instructional strategies to suit individual needs.
- Promoted a positive learning environment through effective classroom management techniques during on-water instruction periods.
- Implemented innovative teaching techniques, resulting in heightened student engagement and satisfaction levels.

**Coursesabilities**

- First Aid, Red Cross
- CPR, Red Cross
- Seal of Biliteracy for English and Mandarin

**Languages**

English	Chinese (Mandarin)
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Native or Bilingual	Full Professional

- President of after-school club
- Drum Major
- 3.9 GPA