

Andre Lewis

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Professional Summary

Well-organized administrative professional adept at smoothly answering customer questions and directing inquiries. Seek opportunities to improve customer relations and increase efficiency in fast-paced settings. Work well under pressure, multitasking to handle diverse office needs.

Willing to relocate: Anywhere
Authorized to work in the US for any employer

Work Experience

Front Desk Receptionist

YMCA OF NORTHWEST LOUISIANA-Shreveport, LA
October 2023 to December 2023

- Front Desk
- Take out trash
- Customer Service representative
- Responsible for signing up and canceling memberships
- Responsible for giving tours when needed

Work Study Student

Southwestern Assemblies of God University-Waxahachie, TX
August 2022 to December 2023

- Southwestern Assemblies of God University, Waxahachie, Tx
Work Study, Guynes Hall, 2022
- 4-hour Shift as Collins Dorm RA

Summer Youth Program (SPAR)

SHREVEPORT PARKS AND RECREATION-Shreveport, LA
June 2023 to July 2023

- Chaperone the kids and do different activities with them
- Set up equipment for community events
- Clean facility and take out trash
- Assisted the Senior Citizens when needed

Ropes Course Operator

Surge Entertainment Trampoline Park-Bossier City, LA
July 2022 to August 2022

- Chaperone the kids while playing on the equipment

Theater

Haughton high school-Haughton, LA
August 2021 to January 2022

- Participated in productions such as Romeo and Juliet, focusing on set design, stage direction, and acting.
- Earned college credit through theater coursework

Volunteer Work

Food Bank of Northwest Louisiana-Shreveport, LA
January 2018 to December 2018

- Volunteer Work for the Independence Bowl on Christmas Eve, December 24, 2018
- Assisted other volunteers by providing support to the players by making the mesh bagging used in the process.

Education

Online course in Business Management

Southwestern Assemblies of God University
August 2022 to January 2023

High school diploma

Haughton High School - Haughton, LA
August 2021 to January 2022

Skills

- always willing to learn anything that's required
- ERP systems
- Volunteer management (1 year)
- B2B sales (3 years)
- Communication
- Listening
- Leadership
- Acting (1 year)
- Sales (3 years)
- Computer
- Customer service (3 years)
- Sports coaching (2 years)
- Business management (1 year)
- Problem Solving