

Alexis Di Fiore
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Abilities and Talents

- Possesses computer skills
- Good communication skills
- Conscientious; strong sense of community
- Time management and organizational skills
- Leadership skills; exhibits good judgment
- Strong in many subject areas; have a well-rounded education
- Ability to Make Decisions and Solve Problems
- Strong morals and ethics; ensure honesty

Work Experience

- Small family-owned accounting office.

2010-Present (Summers)

Provided assistance answering phones, interacting with clients, scanning and organizing tax files as well as assisting in the preparation of tax returns.

- Child care

2012-2014

Looked after a family's young son in the evenings and on weekends.

- Perry's Steakhouse and Grille in Downtown Austin

2015-2019

Worked as a hostess, then exceeded expectations and was offered a higher position as a server.

Then was promoted as a trainer, training numerous hostesses and servers. Created new, more inventive and efficient systems/processes that changed the way the company operated.

Education

- Graduate from Crockett High School
- Top 5% of the senior class.
- Invited to be part of the National Honor Society.
- Trustees' Scholar Award (2012-13) for outstanding academic achievement.

Other Activities/Skills

- For the past six years, worked in the Yearbook department at the middle and high school attended. Has helped to design, write, photograph and manage an aesthetically pleasing publication. Developed communication skills and how to effectively work in a team-based environment.

- Involved in a Peer Assistance Leadership program, aiding younger student's in various subject areas and providing them with an older supportive peer.
- Proficient in Adobe Creative Cloud products (InDesign, Photoshop etc..)