

Alexis Rubio

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Organized, detail-oriented web designer and manager with experience in customer service roles leading teams in efficient collaboration and delivery of services. Seeks opportunities to utilize creative, entrepreneurial mindset to expand communication skills and innovate existing business practices.

Competencies

Communication Skills: • Bilingual in Spanish • Customer Service • Managing Teams • Social Media Awareness • Moderating Public Forums

Soft Skills: Business Operations • Inventory Management

Programming Languages:

C++ • HTML5 • JAVA

Software: Excel • MS Office • Microsoft Teams • ZOOM • Adobe Photoshop • Adobe Illustrator • Procreate

Experience

Web and Graphic Designer, Consultant – 2012 - PRESENT

Freelance

- Conceptualize and code webpage designs while providing technical support as needed
- Design logos based upon customer specifications
- Educate and assist users in proper maintenance and updating of webpages

Assistant Manager – 2020 - PRESENT

DG ACE Hardware

- Regulate inventory including updating price changes, promotional items and ensuring stock does not reach the negatives
- Manage internal and external communication, mediate conflict resolution while managing customer expectations
- Audit closing cash drawers and prepare cash drawers for the following day

Stage Manager – 2020 – COVID CLOSURE

The Player's Theatre

- Coordinated rehearsals, crew meetings, costume fittings and set reviews for multiple productions
- Directed a team in building sets and creating costumes while organizing necessary materials and staff for productions
- Maintained records of the preparation of each production

Assistant Store Manager – 2016 – 2019

GameStop

- Assisted in the hiring and onboarding of new employees
- Trained new employees on proper work procedures and policies
- Managed all aspects of running the store such as scheduling, sales, inventory control, and customer service

Sales Associate and Representative – 2014 – 2015

GameStop

- Determined customer needs and suggested items regarding games, consoles and computers

Education

Bachelor of Fine Arts, Illustration – MAY 2019

Ringling College of Art & Design

Associate of Arts, Information System – JUNE 2014

Strayer University

Hobbies

Creative Writing

Illustration

Sculpting

Camping with friends