

Alexandria Cox

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WWW

www.AlexandriaTaylorCox.com

Social Media

www.linkedin.com/in/alexandri
ataylorcox/

Key Skills

Inventory Management

Develop and implement
beverage program to maximize
profit

Event sales planning &
execution

Detail-oriented

Analytical

Software & Systems

MS Excel, MS PowerPoint



M3 Accounting Software



QuickBooks Bookkeeping



Micros Symphony POS



Fosse Hotel Software



Aloha POS



Kronos



Languages

Spanish



American Sign Language



Objective

Qualified customer service professional with proven success in organizing tasks, increasing sales, and multiplying business from limited material and resources is searching for an opportunity of development, within a growth focused brand.

Experience

05/2017-
Present

Outlet Supervisor, AC Marriott, Aventura, FL

- Opening management staff
- Event coordinator for outlet
- Entered and coded invoices into accounts payable approval system

06/2015-
Present

Managing Partner, ATC Clothing llc, Hallandale, FL

- Increased website traffic through search engine optimization and social media marketing

09/2016
05/2017

Server, Hyde Beach Kitchen & Cocktails, Hallandale, FL

- In charge of training servers on wine knowledge and sales techniques

08/2015-
08/2016

Server Trainer, Margaritaville Hollywood Beach Resort, Hollywood, FL

- Responsible for training and providing on-going feedback for new associates
- Promoted twice within a six-month period

11/2014-
06/2016

Executive Administrative Assistant, Legal Nurse Consultants USA llc, Hollywood, FL

- Increased CEO's efficiency through schedule management

Education

2017

Court of Master Sommeliers - Level 1 Proficiency

2016-
2017

Southern New Hampshire University - Bachelor of Art - Social Media Marketing and Organizational Leadership

2011-
2013

Robert Morris University - Bachelor of Science - Psychology & Pre-Law

Certificates

2017

Food handlers

2017

Cardiopulmonary Resuscitation

References

Available upon request