

Alexia S. Fox

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EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: May 2022
Major: Marketing
GPA: 3.13

ACTIVITIES: Member, Association of Information Systems, Spring 2020 – present
Panhellenic Delegate, Alpha Xi Delta, Fall 2019 - present

EXPERIENCE: MAXI'S PIZZA & BAR, Philadelphia, PA February 2020 - Present
Social Media Manager

- Published social media posts on a daily basis informing a collective of nearly 2000 followers of daily specials and events
- Creating current and engaging content for media platforms Instagram and Twitter
- Engaging with followers through direct messages and comments as to give the account a personality
- Working company management in order to tailor social media accounts to their liking

MAXI'S PIZZA & BAR, Philadelphia, PA September 2019 - Present
Pizza Counter

- Provided customer service while taking pizza and food orders
- Assisted cooks in making pizzas and food orders
- Processed monetary transactions using company system

PALEY LIBRARY, Philadelphia, PA October 2018 - May 2019
Tech Assistant

- Assisted members of the public of North Philadelphia with technical and computer needs in university library, such as; online job applications, resume building, online education and document formatting
- Assisted in the editing and formatting of a poetry book, now published by a member of the public of North Philadelphia

L.A.P.O.A BEACH FRONT, New Hartford, CT June 2016 - August 2019
Head Lifeguard

- Oversaw beach-front swimming area, ensuring the safety of over 300 people on a daily basis for a private beach front
- Assisted in the hiring process of 6 new lifeguards to work for the association for each summer season
- Managed employees and scheduling

SKILLS & LANGUAGES:

- CPR and AED Certified
- Lifeguard Certified
- Microsoft Word, PowerPoint and Excel
- Final Cut Pro, Adobe Photoshop, Adobe Lightroom