

# Alexandra Abebe

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## EDUCATION

TEMPLE UNIVERSITY – Fox School of Business, Philadelphia, PA.

*Bachelor of Business Administration*

Graduation: June 2025

**Major:** Management Information Systems

## EXPERIENCE

FOSTER FINE ART PORTRAITS, Wheeling, West Virginia

June 2023 - Present

**Position Title:** *Appointment Setter*

- Proactively identify and target potential clients in a booking department for a photography studio using various databases to initiate contact.
- Consistently make a high volume of outbound calls, averaging over 100 calls per day to generate qualified leads and secure appointments with decision-makers.
- Implement a structured follow-up process to nurture leads who are not immediately ready to commit, keeping them engaged until they are ready to convert.
- Showcase excellent verbal and written communication skills, delivering compelling messages that resonate with prospects.
- Diligently maintain detailed records of interactions, appointments, and follow-ups in CRM systems, ensuring data accuracy.

WENDYS, Philadelphia, PA

October 2021 - August 2022

**Position Title:** *Crew Member*

- Provided exceptional customer service by greeting customers with a friendly demeanor, taking accurate orders, and ensuring orders were delivered promptly and accurately.
- Managed cash registers with precision, processed payments, and provided accurate change, demonstrating strong cash-handling skills.
- Collaborated effectively with team members to ensure smooth and efficient operations during busy shifts, supporting a positive work atmosphere.
- Adapted to changing situations and priorities, remaining calm under pressure and maintaining a positive attitude during busy periods.

## SKILLS

Software: Microsoft Word, Excel, PowerPoint, Outlook