

Armani Alexander

Chesapeake , VA 23320
armanialexander0@gmail.com

Skills

- Problem solving
- Excellent communication skills
- Patient
- Exceptional customer service skills
- Diligent
- Proficient in Excel and Microsoft word

Experience

October 2017- October 2018

Hampton Road Crisis center for Children & Families, Chesapeake - DSP

- Assisted children with mental illnesses
- Filed paperwork
- Worked with ages 4-12
- Supervised group activities
- Assisted with lesson planning
- Observed group therapy sessions

June 2018- March 2020

Soho Lashes, Chesapeake - Receptionist/ Secretary

- Filed paperwork
- Coordinate all meetings and appointments
- Maintain inventory
- Troubleshoot with clients
- Greeted clients entering establishment, determine nature of visit

Education

- Tallwood High School Alumni
- Enrolled in Tidewater Community college, Majoring in Social Sciences

