

ALEXIS BLOUNT

Loganville, GA

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Experienced project manager with expertise in creative planning, organization, consulting, program development, and project management. Self-starter who exhibits a willingness to learn and demonstrates an ability to facilitate projects to increase productivity as a team. Leverages extensive account management and entrepreneurial experience for prioritizing multiple projects efficiently. Areas of expertise include:

- Project Planning & Development
- Financial & Account Management
- Creative Problem Solving
- Written & Oral Communication
- Microsoft Office Suite
- Adobe Photoshop & InDesign
- Document & Graphic Design
- Research & Storytelling

EDUCATION

Georgia State University Atlanta, GA

December 2017

B.A. English

3.94 GPA, Summa Cum Laude; President's List; Dean's List; Eleanor M. Pratt Scholarship Nominee; Sigma Tau Delta- International English Honor Society; Women Lead in Business Leadership Program

EXPERIENCE

Freelance, Loganville, Georgia

Writer, Editor, Research Assistant

2015-Present

- Utilize proficient writing & editing skills to assist inexperienced writers and first-time authors to conceptualize ideas, expand and condense content, and research and implement relevant data and statistics into their work.
- Copyedit, proofread, interpret & analyze essays, proposals, grants, etc.
- Consult and instruct clients to draft effective project plans and outlines while providing research assistance.

Alexis' Home Service Solutions, Loganville, Georgia

Owner & Operator

2009-2017

- Consulted, conceptualized, & facilitated organizational plans for individuals and small businesses.
- Provided & oversaw personal services, including but not limited to cleaning, organizing, redecorating, personal shopping, etc.
- Managed all contracts, scheduling, marketing, invoicing, supplies, banking, and accounts.

Griffith Dental, Lawrenceville, Georgia

Front Office Coordinator

2008- 2009

- Patient relations and account coordinator.
- Insurance eligibility & verification.
- Scheduling, filing, and managing patient records.

North Point Dental, Alpharetta, Georgia

Dental & Hygienist Assistant

2007 - 2008

- Utilize Dentrax, chart and maintain patient files.
- Assist dentists and hygienists during patient procedures and cleanings.
- Perform lab and radiology duties.

Louis Armstrong Library at Queens College, Queens, New York

Intern

2000 - 2001

- Managed Louis Armstrong club and legacy at Queens College.
- Managed archives and membership information.
- Conducted tours of the library.