

ALEX PEREA-ANGLES

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Objective

To demonstrate previous qualifications of aptitude for organization and ability to take directions. My skills demonstrate my aptitude to be self-motivated, compassionate towards the livelihood of living organisms, and directed in any given task.

EDUCATION

2020-Current Southern New Hampshire University -2500 N River Rd, Manchester, NH 03106

Associates in Accounting expected December 2021

2014-2018 Highlands University- 1005 Diamond St, Las Vegas, NM 87701

No degree

2012-2016 Robertson High School- 1236 5th St, Las Vegas, NM 87701

WORK HISTORY

Martinez & Associates Income Tax-512 Grand Avenue, Las Vegas, NM 87701

01/2018 to Current (Seasonal), Income Tax Preparer

- Demonstrates an ability to self direct multiple work processes at a proficient pace
- Continually learning tax information as different laws pass and through school
- Created new forms to facilitate client paperwork processes
- Created and synthesized client appointments via phone for a larger turnout

01/2013 to 04/2018 (Seasonal), Secretary

- Demonstrated a variety of organizational skills for paperwork and bookkeeping
- Facilitated informational management by implementing Excel, Word, and Powerpoint
- Engaged with customers during slow portions of the day for better customer experience
- Maintained and decorated office spaces for aesthetic and convenience

Las Vegas New Mexico Forest Wildlife and Watershed Institute, Las Vegas, NM 87701

04/16/2018 to 8/16/2018, Land Surveyor

- Worked, directed, and coordinated with landowners and other crewmates on a 24/4 hour basis.
- Documented data research meticulously on Excel, Word, and Powerpoint
- Oversaw the use of technology that guided our location, wellbeing, and productivity.
- Executed rugged and strenuous tasks with a positive attitude and interpersonal skills

Sodexo Purple Brew- 800 National Avenue, Las Vegas, NM 87701

10/9/2017 to 2/1/2018, Barista

- Attended to the needs of a diverse range of customers as a demonstration of good customer service
- Directed multiple orders of beverage and food in a high paced environment
- Worked 38 hrs/wk while in college, maintaining a 3.3 GPA
- Facilitated the stocking, prepping, cleaning, and troubleshooting of the store when needed.

New Choices Health Care-505 1/2 6th St, Las Vegas, NM 87701

7/20/17 to 8/15/17, Caregiver

- Assisted with daily household chores for the well-being of the patient
- Coordinated meal planning for diet-restricted patients, resulting in an increased level of care and cooking
- Counseled patients with emotional problems and helped maintain a positive atmosphere
- Performed hygienic activities, issued doctors appointments, and maintained a normal life for patients
- Maintained the store's organization and created new slots for waste materials such as cardboard for better waste disposal.

Paper Trails- 161 Bridge St, Las Vegas, NM 87701

10/01/2016 to 6/15/2017, Retail and Sales Management

- store maintenance
- sales floor dictation
- organization of products
- paperwork

Indigo theatre- 146 Bridge St, Las Vegas, NM 87701

6/19/2016 01/01/2017, Movie Theater Employee

- managing cleaning
- movie, light and sound preparation
- food serving and advertising.

Sonic- 1411 7th St, Las Vegas, NM 87701

5/4/2016 to 6/4/2016 Carhop/Fountain

- attending and catering to the demands of customers
- directing orders
- distributing food.

CERTIFICATIONS

- Computer literate (Microsoft Programs)
- Annual Filing Season Program (AFSP) certified annually (Tax Preparation)
- Wilderness Survival Training (2018)
- 200 Volunteer Service Hours Presidential Service Award
- Member of the National Society of Leadership & Success (NSLS) since 2021
- Certified Hugh O'Brian Youth leadership ambassador since 2014