

# Alexis Clark

Tomah, WI 54660

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+1 608 304 6061

Willing to relocate: Anywhere

Authorized to work in the US for any employer

## Work Experience

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### **Deputy Correctional Officer**

Monroe county sheriffs office

August 2020 to Present

- Provides jail security through care, custody, and control of inmates
- Maintains public security and confidence in dealing with public either in person or by phone
- Complete reports within a timely manner

### **Correctional Officer**

Vernon county sheriffs office

June 2018 to February 2021

- Provides jail security through care, custody, and control of inmates
- Maintains public security and confidence in dealing with public either in person or by phone
- Complete reports within a timely manner

## Education

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### **Associate's in Graphic Design**

Western Technical College - La Crosse, WI

January 2021 to Present

### **education**

WESTERN TECHNICAL COLLEGE

August 2018

HIGH SCHOOL, HILLSBORO HIGH SCHOOL

August 2014

## Skills

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- Communication skills
- Able to detect different situation
- Can multitask
- Sufficient report writing
- Trustworthy

- Critical thinking and observation
- Law Enforcement
- Security
- Surveillance
- Data Entry
- Conflict Management
- Time Management
- Cash Handling
- Adobe Illustrator (2 years)
- Adobe Photoshop (2 years)
- Canva (3 years)
- Logo design (2 years)
- Computer Skills
- Leadership

## Languages

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- Spanish - Intermediate

## Certifications and Licenses

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### **Jail academy**

June 2019 to Present

This is my jail certification which allows me to work in any jail in Wisconsin.

### **First Aid Certification**

### **CPR Certification**

## Assessments

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### **Security guard skills — Proficient**

September 2021

Assessing risks, enforcing security standards, and handling complaints

Full results: [Proficient](#)

### **Supervisory skills: Motivating & assessing employees — Proficient**

September 2021

Motivating others to achieve objectives and identifying improvements or corrective actions

Full results: [Proficient](#)

### **Basic attention to detail — Proficient**

September 2021

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Proficient](#)

### **Sales skills — Familiar**

January 2022

Influencing and negotiating with customers

Full results: [Familiar](#)

### **Customer service — Familiar**

December 2021

Identifying and resolving common customer issues

Full results: [Familiar](#)

### **Sales fit — Familiar**

January 2022

Measures the traits that are important for success in sales positions

Full results: [Familiar](#)

### **Customer focus & orientation — Proficient**

January 2022

Responding to customer situations with sensitivity

Full results: [Proficient](#)

### **Administrative assistant/receptionist — Familiar**

January 2022

Using basic scheduling and organizational skills in an office setting

Full results: [Familiar](#)

### **Attention to detail — Proficient**

September 2021

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Proficient](#)

### **Retail customer service — Proficient**

March 2022

Responding to customer situations in a retail setting

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.