



GLADIMY ALEXIS

ADMINISTRATIVE ASSISTANT

About Me

Highly trained IT technician with 5+ years' experience responsible for the overall daily software operations that includes staff management, development and customer services.

Experience

- **Walmart Inc.** 2022 - current
Overnight - Team lead

Motivate and inspire others to collaborate and work towards the common goal.

- **Member of THE NATIONAL SOCIETY OF LEADERSHIP AND SUCCESS**

Since February, 2023

Education

- **Southern New Hampshire University**

Currently enrolling

Bachelor's Degree in Business Administration (Focus on Human Resources.)

Work availability

- **Full time (40+hours/week).**
- **Part time if needed (33 hours /week).**
- **Temporary if needed.**

Other skills

- **High Computer & Leadership Skills**
- **Active listener**
- **Detail-oriented**
- **Time Management**
- **Troubleshooting**

Contact



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Email

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Address

68 Oakes Dr. Tonasket Washington

Language

English



French



Spanish



Expertise

Excel



Word



Power Point



Social Media

Platforms:

Zoom,

Google Meet



<https://www.linkedin.com/in/gladimy-alexis/>