

Lexi Josephs

Phone

412-495-9147

Email

lj215150@pennwest.edu

EXPERIENCE

PARTY CAKE SHOP

- Operated cash register for cash, check, and credit card transactions with excellent accuracy levels
- Worked closely with shift manager to solve problems and handle customer concerns
- Greeted customers entering store and responded promptly to customer needs
- Worked flexible schedule and extra shifts to meet business needs

Pittsburgh, PA

WENDY'S

- Developed strong, cooperative relationships with coworkers and managers
- Worked different stations to provide optimal coverage and meet production goals
- Operated register to process payments and collect cash payment for order totals
- Contributed to team success by completing jobs quickly and accurately

Pittsburgh, PA

EDUCATION

PENNSYLVANIA WESTERN UNIVERSITY (EDINBORO CAMPUS)

- Bachelor of Fine Arts: Animation
- Expected graduation 05/26

SKILLS

- Writing
- Proofreading
- Editing
- MLA Citation
- APA Citation
- Communication skills
- Microsoft Word
- Pages

- Peer Instruction
- Proper Grammar
- Academic Support