

Alexis Cottrell

Kahoka, MO | (660) 988-3391 | march.lexi@gmail.com

Profile

Diligent and reliable team player with a history of exceptional and consistent work ethic. Skilled in Microsoft Office and a quick learner with computer-based skills. Comfortable keeping track of and meeting multiple deadlines and working under pressure. Strong attention to detail and well-developed customer service skills.

Experience

NEW ACCOUNTS REPRESENTATIVE | PEOPLES BANK OF WYACONDA – KAHOKA MO | NOV. 2018 – PRESENT

- Prepare new checking and savings accounts for clients
- Order and activate debit cards
- Organize and handle money for clients and assist bank tellers
- Assist clients with Online Banking
- Prepare IRA and HSA accounts for clients, as well as helping clients with IRA distributions
- Oversee account, debit card, IRA, and HSA maintenance

SCHEDULER | MEMPHIS MEDICAL SERVICES – MEMPHIS MO | DEC. 2017– NOV. 2018

- Scheduled patients for a family physician
- Organized and handled money for patients
- Checked patient insurance for copays
- Answered phone calls and rerouted them to the correct department

LICENSED PHARMACY TECHNICIAN | MEMPHIS COMMUNITY PHARMACY – MEMPHIS MO | AUG. 2017 – DEC. 2017

- Filled patient prescriptions
- Ordered pharmacy inventory
- Delivered patient prescriptions
- Answered phone calls and patient questions

Education

WORKING TOWARDS ASSOCIATES DEGREE – ACCOUNTING AND FINANCE

Southern New Hampshire University – New Hampshire, MA

May 2023 to Current (online)

Skills & Abilities

- Banking
- Microsoft Office
- Customer Service
- Poised Under Pressure
- Attention to Details
- Multitasking

Additional Information

- I am a Notary Public for Clark County, Missouri.
- I am a Licensed Pharmacy Technician for the state of Missouri.