

Alexandra Lee

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PROFESSIONAL SUMMARY

Recent college graduate with a degree in Business Administration and internship experience in customer service. Eager to apply analytical, communication, and organizational skills in a dynamic work environment.

EDUCATION

Bachelor of Business Administration

State University, City, State | May 2024

GPA: 3.6/4.0

EXPERIENCE

Customer Service Intern , ABC Retail Corp.

June 2023 – August 2023

- Assisted over 50 customers daily with product inquiries and problem resolution.
- Processed transactions and accurately maintained records.
- Collaborated with a team to organize promotional events.

PROJECTS

Market Research Project , State University

January 2024 – April 2024

- Conducted surveys and data analysis to assess target consumer preferences.
- Presented findings and recommendations to faculty panel.

SKILLS

Microsoft Office Suite

Data Analysis

Customer Service

Time Management

Teamwork

Problem Solving