

ALEXIS REHMANN

CONTACT



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Vermilion, AB

EDUCATION

BACHELOR OF EDUCATION

(in progress)

University of Calgary

2024-2027

UNIVERSITY TRANSFER

Lakeland College, Lloydminster AB

2022-2024

HIGHSCHOOL DIPLOMA

St. Jerome's Catholic School

2009-2022

SKILLS

Time-management skills

Communication skills

Organized

Cooperative

Trustworthy

Reliable

SUMMARY

I am compassionate and organized individual with strong communication skills, pursuing a Bachelor of Education, seeking to contribute as an Educational Assistant during the winter break. I am committed to fostering a supportive and inclusive learning environment

EXPERIENCE

ADMIN ASSISTANT

Rock Solid Nitrogen Services Ltd. - Vermilion, AB

July 2022-August 2024 (Summer Employment)

- Organized and maintained accurate documentation and employee records.
- Coordinated training and safety certifications to ensure compliance.
- Provided orientation and onboarding support for new employees, demonstrating patience and clear communication.
- Managed scheduling tasks and handled sensitive information with confidentiality.

RETAIL SALESCLERK

Fresh Apparel - Vermilion, AB

May 2019 - July 2022

- Assisted customers with personalized attention, ensuring their needs were met.
- Processed transactions accurately and maintained store organization, demonstrating attention to detail.
- Managed inventory and prepared online orders, showcasing strong organizational skills.
- Opened and closed the store independently, illustrating trustworthiness and responsibility.

AWARDS

- CCAA National Scholar (2022-Present)
- ACAC Academic Athletic Award (2022-Present)
- Lakeland College Dean's List (2022-Present)
- Rustlers Women's Volleyball Leadership Team (2024-Present)
- Centennial University Transfer Achievement Award (2024)

AUSTIN DYER

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