**Jack Alexander**

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**EDUCATION:**

**Western Michigan University Kalamazoo**, **MI**

Expected Graduation: May of 2026

Current GPA:  *3.5*

Degree: Bachelor of Business Administration

Major: Business Law Bachelor

Minor: Real Estate, Business Communication, and Management

**SKILLS SUMMARY**

* Strong communication skills developed through customer service experiences
* Knowledge of business law principles, real estate, and business communication through Western Michigan courses
* Leadership and team management experience as head pizza chef and maintenance manager
* Detail-oriented with experience in document filing and evidence memorization during FDA undercover operations
* Time management skills balancing work, studies, and extracurricular activities
* Proficient in Microsoft Office Suite (Word, Excel, PowerPoint) through courses at Western Michigan University

**PROFESSIONAL EXPERIENCE**

**G.W Jones Exchange Bank and Law Office** Marcellus, MI

Fall 2016 - Present

*Mover/Filer*

* Improved office organization by maintaining accurate filing systems and ensuring all documents were accessible
* Collaborated with employees to complete time-sensitive tasks, ensuring satisfaction and adherence to deadlines
* Managed maintenance and repairs to the building, ensuring a safe and functional workspace

**Federal Drug Administration** Paw Paw, MI

December 2022- October 2023

*Undercover Operative*

* Assisted the FDA in undercover tobacco sting operations by attempting to buy tobacco products.
* Memorizing and providing evidence to the inspector to help fine establishments that broke the law.
* Learning skills that aid in describing and memorizing the environments and people involved in sting operations.

**The Rock at Big Fish Lake** Marcellus, MI

May 2020 – August 2023

*Waiter/Host/Chief*

* Provided customer service by waiting on tables with respect and patience
* Oversaw the maintenance and cleaning of the restaurant’s exterior ensuring the building was well-kept and presentable
* Greeted customers as they arrived, escorted them to their table for the evening, and ensured the start of their experience was met with respect.
* Promoted to head pizza chef, cooking and leading others on my team to provide the best food and dining experience.

**Mater-Ralston Funeral Home** Marcellus, MI

July 2018 - April 2020

*Maintenance Manager*

* Coordinated the maintenance of the building and the grounds to ensure it was presentable at funerals and visitations.
* Assisted in retrieving the deceased and bringing them to the funeral home.
* Provided respectful service to the families during funerals and visitations, ensuring their experience was dealt with delicacy and care.

**STUDENT INVOLVEMENT**

**Parliamentarian, The Lawson Lunatics**

Kalamazoo, MI

May 2023- present

* Developed the elections and coordinated the voting process within the Registered Student Organization
* Organize and led the club in student involvement activities mainly during WMU hockey games
* Communicated information to all members of the club about any issues and events