

Lexis Alexander

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www.resume.lraphoto.com

Objective: Hospitality Management student at The Ohio State University seeking employment in the wedding industry upon graduation.

Experience:

The Club at Corazon

June 2020 - Current

Wedding Manager Assistant/ Internship

- Assist with set up of weddings and oversee that the layout of the wedding is in accordance to banquet event order
 - Help serve food to guests and clear plates
 - Attend meetings with brides and grooms
 - Give tours to people who are interested in booking the venue
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LRA Photo, LLC

November 2013- Current

Columbus, Ohio

- Connect, communicate, and assist customers with coordination of their desired picture needs
 - Create schedule and itinerary with wedding couples to facilitate smooth picture transitions throughout their day
 - Explore locations for preferred picture shoot backdrop
 - Photograph small to large size families, high school seniors, individual head shots, and weddings
 - Edit pictures to remove flaws or other unwanted items without causing picture to lose natural look
 - Deliver edited photos to customer via online gallery
 - Market business using social media outlets such as Facebook and Instagram
 - Offer different picture packages to customers, along with extending special promotions throughout busy times of the year.
 - Serve as second shooter for weddings for other photographers
 - Generate leads for business by utilizing social media and networking with other wedding vendors
 - Construct business branding and website with creative partners
 - Produce blog material up to three times per week for clientele and social media viewing
 - Day-to-day responsibilities such as customer service, bookkeeping, general office organization and administration tasks
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The Westin Great Southern Columbus

August 2019 - December 2019

Guest Service Agent

- Check in and out guests
- Take room service order
- Assist guest with lunch or dinner recommendations
- Complete daily tasks such as pre-blocking guests into rooms, answering phone calls, and assist with luggage

Experience:

Sweet Williams Photography

May 2018 - August 2019

Online Virtual Assistant

- Write blog content
 - Update social media
 - Update marketing materials
 - Submit wedding galleries to online wedding magazines
 - Create and post social media content
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Jer-Zee Drive In

March 2015- August 2017

Marion, Ohio

- Greet customers and take food order
 - Fix food for customer
 - Exchange money with customer
 - Assist manager with opening and closing of shop
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