

Alexis Roberts

Chicago, Illinois | alexis.roberts102@gmail.com | 847-445-1013

EDUCATION

University of Illinois Chicago, Chicago, Illinois *August 2022 Bachelor of Arts in Liberal Arts and Science | GPA:3.7*

- Relevant Coursework: *Urban Politics, Nonprofit Organizations and Civil Society, Topics in International Relations, Racial and Ethnic Groups, Sociology Childhood and Youth*
- Awards/Honors: Cum Laude, College Honors, Dean's List

WORK EXPERIENCE

Hollenbeck Strategies, Chicago, Illinois *07/22- present*
Associate Intern

- Provide support services to associates working on the City of Chicago 2023 municipal elections
- Researched and analyzed policies & positions of all mayoral and alderperson candidates
- Assisted in the development of opposition research
- Edited opinion articles and draft press releases for various client candidates

True Food Kitchen, Chicago, Illinois *01/22-07/22*
Restaurant Server

- Assisted with back-of-the-house tasks while maintaining large sections of the restaurant
- Created server and busser training programs and was responsible for training new employees
- Introduced customers to new menu items and successfully built and fostered customer relationships

Strategic Reimbursement Service, Chicago, Illinois *01/20-12/20*
Internship

- Assisted with managing monthly reporting, budgeting, strategic planning, and invoice filing
- Communicated effectively with staff and accepted critiques and suggestions for areas of improvement.
- Organized data sets into Excel and PowerPoint to facilitate future and past fiscal year data

Fulton Market Kitchen, Chicago, Illinois *03/21-12/21*
Restaurant Server

- Designed and implemented floor plans to accommodate large parties
- Consistently surpassed \$5k sales goal and became responsible for coordination of private events while supervising staff
- Demonstrated strong understanding of in-house wine pairing classes and was promoted to bartender

LEADERSHIP EXPERIENCE & ACTIVITIES

Feed My Starving Children Fundraiser, Libertyville, Illinois *08/20*
Fundraiser Coordinator

- Negotiated with local business owner for donation of 20% sales to nonprofit organization
- Developed and created flyers for fundraiser in order to boost customer attendance for event
- Exceeded donation goal by over \$500 for a total donation of \$1,500
- Assembled and organized transportation for a group of 25 individuals to volunteer

SKILLS & INTERESTS

Computer: Microsoft word, Windows, Zoom, Mac OS X, Excel, and PowerPoint

Interests: Volunteering, community involvement, and travel