

ALEXANDRA SNYDER

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EXPERIENCE

DATES FROM 2019-CURRENT

FINANCIAL AID ASSOCIATE PRESCOTT COLLEGE, PRESCOTT, AZ

Data integration, website maintenance, student and funds tracking

DATES FROM 2019-CURRENT

FUNERAL ASSISTANT, RUFFNER-WAKELIN FUNERAL HOME, PRESCOTT, AZ

Assisting in all aspects of mortuary including, arrangements, funerals, removals, transport, and embalming/preparation

DATES FROM 2017-2019

FRONT DESK MANAGER, HAND & STONE MASSAGE AND FACIAL SPA, AUSTIN, TX

Clerical/administrative work including scheduling and customer service,
Hired/fired/disciplined/trained sales team, hit weekly/monthly/quarterly/yearly sales goals

DATES FROM 2017-2019

VISITOR HOST/POWER TEAM LEADER, BUSINESS NETWORK INTERNATIONAL, AUSTIN, TX

Recruited new members for chapter and explained chapter to visitors, provided confirmation calls to guests, lead power team to gain more referrals through focus groups

DATES FROM 2014-2017

CLINIC COORDINATOR, INSTRUCTOR, ASIS MASSAGE SCHOOL, PRESCOTT, AZ

Clerical/administrative work including scheduling and customer service, supervised student massage clinic, taught classes: anatomy and physiology, business, and hot stone massage

DATES FROM 2013-2017

ASSISTANT MANAGER/MASSAGE THERAPIST, MASSAGE ENVY SPA, PRESCOTT, AZ

Clerical/administrative work, massage therapist of the year 2013 and 2014, performed therapeutic massage therapy, hired/fired/disciplined/trained massage therapists/estheticians, customer service/relations, supply chain management

DATES FROM 2008-2013

DIETETIC ASSISTANT, YAVAPAI REGIONAL MEDICAL CENTER, PRESCOTT, AZ

Clerical/administrative work including customer service via phone with patients and nurses, assisted dietitians in the meal planning of hospital and hospice patients, assisted patients in choosing meals that fit into diet plan, catered hospital functions

EDUCATION

JANUARY 2019-CURRENT

BACHELORS OF SCIENCE IN MORTUARY SCIENCE, EUGENE APPLEBAUM COLLEGE OF PHARMACY
AND HEALTH SCIENCES

4.0 GPA

DECEMBER 2018

ASSOCIATES OF ARTS, YAVAPAI COLLEGE

3.8 GPA, Graduate with Honors

DECEMBER 2013

MASSAGE THERAPY CERTIFICATION, ARIZONA SCHOOL OF INTEGRATIVE STUDIES

Massage therapy/chiropractic assistant certification, certified by NCBTMB, 800 hours