

# Terence Alexander Jr.

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## **Skills:**

Communication skills, time management, team coordination, punctuality, adaptability, ability to accomplish repetitive tasks, following directions, willing to learn, organization skills, strong work ethic, analytical skills

## **Technical Skills:**

Adobe Suite (Photoshop, Illustrator, InDesign, Lightroom), Microsoft Office (Word, Excel, Powerpoint), Digital and Traditional art, Google Workspace (Docs, Drive, Gmail, Meet)

## **Experience:**

### **High Point Academy: Front Office Aid:**

*August 2019–May 2020*

- Answering phone calls attentively 20 times a week on average
- Making deliveries to students and teachers across campus
- Scanning and printing documents in a timely manner
- Greeting visitors as they enter the front doors in a polite and friendly demeanor
- Cooperating with colleagues and authorities

### **National Honor Society:**

*August 2020– May 2021*

- Ability to collaborate with a team to achieve a single goal
- Contributed to meetings by bringing forth insightful suggestions and ideas for fundraisers and events
- Volunteered to run annual food drives
  - Packaging food for distribution
  - Kept inventory on how many items that our organization has distributed to each car
  - Loading and stocking 50-75 vehicles with groceries per year
  - Collaborated with other members to effectively complete our assigned tasks

### **UNT Career Center Front Desk:**

*January 2023–*

- Answering phone calls attentively daily
- Registering students for their appointments and drop-ins
- Making and printing out business cards whenever needed
- Good communication skills in order to answer any questions the students will have
- Greeting incoming students with an outgoing disposition

## **Education:**

### **University of North Texas: Expected graduation May 2025**

- Political Science
  - Writing professional letters
- Art History
  - Analytical skills
  - Presentation skills

### **High Point Academy, Fort Worth Texas: High school diploma**

## **Awards/Organizations**

UNT President's List–2021

Alpha Lambda Delta–2021

NAHS (National Art Honors Society)–2019

TCAF Fine Arts Competition–2018

- 2nd place in state
- Superior medal

