ALEXIS GRIMSHAW

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EDUCATION	**UNIVERSITY OF MICHIGAN**	**Ann Arbor, MI**

Stephen M. Ross School of Business
Bachelor of Business Administration, May 2019
• Emphasis in Marketing
• GPA: 3.50/4.00

UNIVERSITY OF MICHIGAN   **Ann Arbor, MI**
College of Literature, Science, and the Arts
• Minor in Writing
• GPA: 3.80/4.00

EXPERIENCE
Summer 2017

EPITEC   **Southfield, MI**
Associate Recruiter
• Communicated via phone, email, and various social media sites with potential consultants in order to express any concerns, answer questions, and expand network, resulting in strong and effective relationships with consultants and more submittals
• Sourced for candidates using tools such as Career Builder, Monster, Dice, and Boolean search strings in order to find most qualified candidates, resulting in broader and more competent candidate pools for account managers to choose from
• Conducted over 50 phone and in-person screenings to gauge candidate's skills, experiences, and job preferences, inquiring about previous job responsibilities and behavioral and logistical aspects, ensuring best possible fit in terms of candidate quality and job placement
• Negotiated unique compensation packages with candidates including hourly rate, vacation time, insurance contributions, and holidays in order to maximize joint value, ensuring mutual satisfaction for both parties and greatest commission for recruiters

2016-2017

THE ODYSSEY ONLINE   **Ann Arbor, MI**
Content Creator
• Created original articles weekly tailored to particular audiences and utilized personal social media networks to post and share content in order to maximize views, resulting in one article in Top 100 on all of Odyssey, receiving over 300 views and 30 social engagements
• Conducted research on trends and news relevant to targeted audiences using social media websites and apps, search engines, and personal discussions in order to generate possible topics, leading to more desired content and higher chance of social engagement

Summer 2016

KNEWTON, INC.   **New York City, NY**
Data Miner
• Generated list of over 1,000 university personnel teaching or overseeing introductory statistic and algebra courses using Microsoft Excel, saving time for textbook sales representatives looking to integrate textbooks at universities
• Utilized search engines and examined university websites in order to inquire information about specific courses and personnel at universities resulting in accurate data needed for sales representatives to contact respective colleges
• Contacted secretaries and university personnel by phone and email to obtain information unavailable or obsolete on school's website, ensuring more accurate data

2013-2016
Part-time

CULVER'S   **Roseville, MI**
Crew Trainer
• Communicated with customers to ensure accuracy of orders by listening, answering and asking questions, and suggesting alternative choices when necessary, resulting in exceptional customer service
• Trained over 25 new crew members on correct order-taking method, food storing, handling and preparation, and maintaining and operating custard machines, producing resourceful employees who increased customer satisfaction

ADDITIONAL
• Proficient in editing sound and video content using Adobe Premiere Elements
• Enjoy playing volleyball, making lists, and riding roller coasters
• Can read and write in basic Spanish
• Won "$1 million investment" for Global Trades product presentation