

Alexa West

2150 Greenwich Ln. Apt D ♦ Traverse City, MI, 49696 ♦ (231) 676-6923 ♦ awest@traversehcc.org

Highlights

- Positive and supportive attitude in any environment
- Enthusiastic and outgoing
- Hard worker and not afraid of a challenge
- Willing to learn new skills while accepting constructive criticism
- Works well under pressure
- Works well as a cooperative team player or independently
- Organized and Efficient

EXPERIENCE

The Rowe Inn, Ellsworth, MI - Head Pantry Cook

May 2014 - August 2016

Trattoria Stella - Head Pantry Cook

2017-2018

Sugar Beach/Grand Beach Resorts - Housekeeping Supervisor

2018 - 2019

Pets Naturally - Sales Associate

June 2019 - June 2020

Cicccone Vineyards - Field Hand

June 2020 - October 2020

Traverse Health Clinic - Receptionist

October 2020 - April 2021

Traverse Health Clinic - Navigator & Community Health Worker

October 2020 - Present

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Skills and Abilities

- **Employability**

- Positive attitude and perfect attendance
- Able to troubleshoot problems
- Hard working and open to new experiences
- Experience working with eCW
- Experience with Sliding Fee Scale
- Experience checking and verifying insurance
- Front desk experience
- Mental Health First Aid Certified
- Certified Community Health Worker
- Certified Navigator and Application Counselor
- CPR Certified
- Experience creating and organizing programs and events
- Experience with the PRAPARE program
- Experience referring clients to a variety of resources
- Experience with Excel, word, and powerpoint.
- Experience with Azara and SharePoint
- Experience scheduling patients

- **Communication**

- Good communication skills verbally and/or in writing
- Communicates well with everyone
- Focuses completely on what another person is saying and engages with their ideas in a thoughtful, comprehensive way

- **Customer Service**

- Able to handle all concerns professionally and confidently
- Demonstrates confidentiality and trustworthiness

References

Lindsey Schnell
MPCA Supervisor
(231) 499-6184

Christina Fritzsche
Co-worker (Reception Manager)
(231) 409-0672

Kim Hess
Co-worker
(906) 235-1406