

ALYSSA BEIERMANN

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Education

University of Puget Sound (UPS)-

Class of 2024

Majors: Bachelor of Arts in Sociology and Anthropology

Minor: Education Studies

Professional Summary

A hard-working Office Assistant with a Bachelors in Sociology and Anthropology. I'm a true team player with over 5 years of experience in fast paced, customer-focused environments. Successful at working with different personalities and desires to deliver top notch service.

Relevant Experience

Build A Bear Workshop- Sales Associate

April 2023 – Current

- Address any concerns or questions from customers with patience ensuring their satisfaction.
 - Energetically introduce complementary products and accessories that align with the preferences of customers, enhancing their overall bear-building adventure.
 - Communicate product information in a clear, age-appropriate manner, ensuring that all customers feel comfortable and confident in their choices.
- Conducted store opening and closing duties, including restocking merchandise, counting registers, and preparing the store for the next business day.

University of Puget Sound- Academic Advising Office Assistant

May 2023– May 2024

- Assisted students with inquiries related to academic policies, course selection, and registration processes, ensuring timely and accurate information.
- Utilized student information systems to update records, track advising sessions, and monitor student progress.
- Managed office communications, including answering phone calls, responding to emails, and directing students to appropriate resources.
- Provided assistance with data entry, report generation, and other clerical tasks as needed.

University of Puget Sound - Library Assistant

Jan. 2022 – May. 2024

- Handled check-in and check-out of library books and materials at circulation desk.
- Answers patron questions in-person or by phone regarding library services and assisting in finding desired materials.
- Assisted with the maintenance and organization of library stacks, including reshelving, shifting, and weeding outdated materials.
- Provided support for research inquiries, guiding students and faculty in using library databases, catalogs, and other digital resources.

Buckle Inc – Operations Manager

Aug. 2021 – Dec. 2021

- Identified and resolved unauthorized, unsafe or ineffective practices.
- Managed multiple projects by processing freight and preparing items for the floor.
- Informed team members of operational guidelines by developing and maintaining documentation.

Relevant Skills

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| • Organization Skills | • Research | • Communication |
| • Systems Building | • Problem Solving | • Data Entry |
| • Material Sorting | • Customer Service | • Office Management |