

ALEXIS ENNIS

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SUMMARY:

Highly motivated business management student with experience in human resources, process improvement, and customer service

EDUCATION:

Master of Science in Business Management

Rochester Institute of Technology (RIT) | Rochester, NY
Saunders College of Business
Anticipated Graduation Date: 5/2025

Bachelor of Science in Business Management, Minor in HR

Rochester Institute of Technology (RIT) | Rochester, NY
Saunders College of Business
Dean's List Honoree: Fall 2020 - Spring 2023
Graduation Date: 12/2023

EXPERIENCE:

Texas Roadhouse | Rochester, NY

Wait Staff/Server, 5/2022 - Present

- Provide exceptional service to a high volume of customers resulting in positive feedback via customer surveys, number of returning customers, and recognition by management.

Liberty Tabletop Flatware | Sherrill, NY | a division of Sherrill Manufacturing *Intern, 9/2019 - 2/2020 (90-hour program)*

- Awarded a *New Visions Program* internship, administered through NY State's BOCES (Board of Cooperative Educational Services) program.
- Provide exposure to various aspects of a business including marketing, human resources, production, and customer service.
- Created internal communications for job openings, audited payroll data for a 50-person employee base, conducted market research to identify distribution outlets for new products, and selected packaging for product sample mailings.

Paychex | Rochester, NY - Remote

HR Admin Intern, 6/2023 - 12/2023

- Shadowed various client-facing HR Professionals and gained hands-on experience, completed a capstone project focusing on continuous improvement, and attended webinars and meetings to expand HR knowledge and gain practical insight.

ACTIVITIES:

Co-Facilitator, RIT's "Year One" Program

- Planned, facilitated, and led group activities for 30 incoming students to assist them in acclimating to life at RIT, including providing students with guidance support where needed.

Skills:

- Microsoft Programs
- Partnership/cross-functional collaboration
- Research
- Process Improvement
- Conflict Resolution
- Written and verbal communication
- Organization