

Alexander Duane Hill

Alexgreat18ace@yahoo.com | www.linkedin.com/in/alexander-hill-916b7776/ |
<https://alexgreat18ace.wixsite.com/alexanderhill>

EDUCATION

Bachelor's in Fine Arts, Creative Writing

Graduation: December 2021

Full Sail University | Winter Park, FL

SKILLS

- Creative Writing
- Researching
- Adobe Creative Cloud
- Microsoft Office
- Project Management
- SEO Marketing
- Analytical Skills
- Critical Thinking
- Leadership
- Communication Skills
- Problem Solving
- Attention to Detail
- Multitasking
- Adaptability

WRITING EXPERIENCE

A Black Cat's Rabbit's Foot | Collection of Short Stories | Smashwords | December 2021

WORK EXPERIENCE

Insurance Representative

March 2019 – November 2020

Teleperformance | Richmond, Virginia

- Provided customers with exceptional customer support.
- Resolved multiple complex tasks for seamless customer experience.
- Issued and managed contracts and documents of complex subject matter.

PIT Operator

April 2018 – February 2019

Amazon | Richmond, Virginia

- Maintained high level of quality in a demanding workplace.
- Contributed to team oriented and safe workplace.
- Managed time-based requests with on spot attention to detail.

AFFILIATIONS AND CERTIFICATIONS

Marketing Foundations | LinkedIn Learning | 03/2021

Business Ethics | LinkedIn Learning | 10/2020

Human Resources Foundation | LinkedIn Learning | 10/2020

Member | National Society of Collegiate Scholars | 07/2020