

Alexander G. Tabacchi

810-875-8806

2021 Hopkins Ave.
Lansing, MI 48912

tabacch2@gmail.com

Objective

As a strong multi-tasker with multiple years of experience in assisting people meet their goals; I'm seeking an opportunity to showcase my skills as an analytical-oriented individual who pays attention to detail.

Profile

I am a hard-working and caring individual who values education and the welfare of others. Diligent and resourceful, I enjoy employing a variety of resources to meet desired outcomes. I have high social intelligence and make efforts to understand and relate to those around me. I will strive to work with managers and others to meet daily and long-term goals of the company.

In my past, I have owned and operated two businesses and worked for of a variety of others. However, my favorite position has been Peer Writing Assistant at the Lansing Community College Writing Center. There I was privileged to work with a diverse group of clients: high achievers, international students, returning older adults, and dually enrolled high school students.

Lastly, I have completed a bachelor's degree at Michigan State's James Madison College and an associate's degree at Lansing Community College. I feel my multiple degrees and past experience working well with others in an academic setting have prepared me for any position I may encounter.

Skills and Education Summary

- Microsoft Office
- Customer Service
- Writing Assistance
- General Office Skills
- Computer Repair
- Business Operations
- Policy Evaluation
- Policy Research
- Customer Service
- Retail Sales
- Respect for Cultural and Abilities Diversity

Professional Experience and Employment History

ASK WONDER

Researcher and Sourcing Specialist 2017-Present

- Advanced data and statistical retrieval skills
- Ability to access and pinpoint relevant information
- Performing under tight deadlines, while collaborating with other researchers
- Able to critically think and analyze data to meet clients' needs

LANSING COMMUNITY COLLEGE WRITING CENTER—Lansing, MI

Peer Writing Assistant, 2007-2013

- Met with students enrolled a variety of courses
- Assisted students in brainstorming, drafting, and revising essays

- Worked with non-native English speakers to complete essays
- Staffed “Portfolio Pandemonium,” providing last-minute, drop-in writing assistance
- Attended staff meeting and training sessions

I-CARE COMPUTER REPAIR—Flint, MI

Owner, 2005-2014

- Removed viruses and corrected other problems for clients
- Maintained website and tax records
- Subcontracted services for other companies
- Effectively surveyed target areas for new clients
- Built custom personal computers and maintained them

GILL-ROY’S HARDWARE—Flint, MI

Hardware Clerk, 2006-2007

- Displayed the ability to quickly learn about various aspects of the hardware business
- Assisted customers in troubleshooting hardware issues
- Completed assigned tasks, such as inventory counts

GREAT LAKES PROTECTION—Flint, MI

Security Officer, 2004-2006

- Worked with a team to maintain public safety at a movie theater
- Interacted well with patrons to ensure a safe environment
- Performed efficiently, even under bad weather conditions when conducting outside patrols

RADIO SHACK—Flint, MI

Sales Staff, 2003-2005

- Provided excellent customer service, often spending extra time helping clients with their needs
- Developed new methods to increase the number of items sold per transaction
- Exceeded the company’s daily revenue quotas

ABC WAREHOUSE—Flint, MI

Sales Staff, 2001-2003

- Cooperated with other sales staff to reach company quotas
- Generated sales gains on numerous occasions
- Maintained a good relationship with customers to generate repeat business

Education

MICHIGAN STATE UNIVERSITY, JAMES MADISON COLLEGE—East Lansing, MI

Bachelor’s Degree in Social Relations and Public Policy, December 2011

LANSING COMMUNITY COLLEGE—Lansing, MI

General Associate’s Degree, May 2008

- Graduated Magna Cum Laude

Honors and Activities

James Madison College W.E.B. DuBois Club

Volunteer coach and trainer at various martial arts clubs in Flint, MI