

Alexander Edwards

1900 Valencia Ave. Fort Pierce, FL

(772)-480-3566

AlexanderQEdwards@gmail.com

SKILLS

Conscientious and thorough with detail. Proficient with Microsoft Office suite. Skilled and thorough in analyzing problem situations and finding creative solutions. Strong commitment, vision, and leadership. Outstanding interpersonal skills, and phone etiquette. Eager to work in a group setting. Schedule management experience. Effortless with communication and organizational skills. Able to listen and be proactive when it comes to completing task. Able to be rational in highly intense situations.

EXPERIENCE

Teacher

St. Lucie County School Board-Fort Pierce, FL

August 2021-Present

Responsible for managing students. Manage and preparing daily lesson plans. Create innovative ways to present content for students.

Paralegal

Brooks Law—Tallahassee, FL.

January 2019-August 2021

Organize and manage case files. Ensure compliance to civil procedure regarding timeliness of court documents. Communicate with clients to ensure their needs are met daily. Manage billing and other financial needs for the entire firm.

Lead Teller

Campus USA Credit Union—Tallahassee, FL.

August 2016-January 2019

Perform audits under dual control. Process transactions while maintaining a balance till. Offer products to customer. Supervise two employees and perform managerial duties in absence of Head Teller.

Deputy Field Organizer

Al Lawson for Congress—Tallahassee, FL.

June 2018-November 2018

Organizing of canvassing efforts. Correspond with constituents on the behalf of the Congressman. Organize fundraising events.

Legislative Intern
The Florida Senate—Tallahassee, FL.
January 2017-April 2018

Correspond with constituents. Maintain the Senator's schedule. Take materials to and from senate floor or committee meeting for the Member

Front End Loader/Driver
Unifirst—Tallahassee, FL.
September 2014-July 2016

Provided premier customer service and satisfaction. Delivered products to customers. Verified materials prior to delivery for the entire branch. Produced a clean and safe working environment.

EDUCATION

Florida Agricultural & Mechanical University—**Bachelor of Science**
Major: Political Science; Minor: Pre-Law—Cum Laude
August 2013-2018

Lincoln Park Academy—**High School Diploma**
June 2013

VOLUNTEER/LEADERSHIP

Omega Psi Phi Fraternity, Inc.
Assistant Coach—Forrest Grove Middle School
Awesome Campus Employee (ACE)- 8 time recipient