

Alexis Pas

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Education

High School Diploma, University Preparatory School, Redding, CA – *May 2025*

B.S. in Business Marketing, University of Nevada, Reno – *Expected June 2029*

Professional Experience

Shasta Marina at Packers Bay – Lakehead, CA

Seasonal Staff Member, June–August (2022–Present)

Worked across three core departments (Retail, Office, and Dock) to support daily operations, deliver high-quality customer service, and maintain smooth business functions during peak tourism season.

Store Clerk

- Operated the register, handled transactions accurately, and assisted customers with purchases.
- Managed retail inventory: stocking new products, organizing displays, and ensuring merchandise presentation supported sales.
- Opened and closed the store independently, including alarm procedures and preparing the workspace for the day.
- Maintained a clean and organized environment by vacuuming, cleaning windows, and resetting retail areas.
- Trained new employees, helping them quickly understand expectations, processes, and customer-service standards.

Office Assistant

- Answered phones, made reservations, and recommended services to customers to support sales and scheduling efficiency.
- Provided administrative support by organizing files, maintaining office order, and documenting customer needs for management.
- Checked guests in and out, ensuring a smooth and welcoming experience during arrival and departure.

Dockhand

- Cleaned and reset boats after each use to prepare for the next customer, ensuring fast turnover during busy periods.
- Maintained exterior facilities, including watering plants, cleaning outdoor furniture, and removing trash.
- Assisted customers on the dock—fueling boats, delivering supplies (such as ice), and providing safe side-by-side shuttling.

Skills

- Strong work ethic; reliable team contributor who adapts quickly and finds solutions under pressure.
- Customer service excellence; able to communicate clearly, handle concerns, and create positive guest experiences.
- Social media creation and advertisement design skills.
- Multilingual: English, Mandarin, Spanish.
- Ability to manage multiple roles independently (store, office, and dock operations).