Alexander Humphrey

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Creative and driven individual with interest in learning and problem solving. Excellent communication and writing skills. Motivated to produce results.

WORK EXPERIENCE

**Document Delivery Assistant (**August 2023—Present), Wisconsin TechSearch

* Source books, articles, and other materials across various UW-Madison libraries for WTS clients
* Scan book loans and articles
* Process/track information for client billing
* Shipping book loans
* Other clerical duties assisting WTS office staff

**Assistant Manager** (August 2021—July 2023), Jimmy John’s

* Maintained store operations
* Managed other employees
* Assisting customers over the phone
* Coordinated catering orders
* Conducted weekly product inventory count
* Executed store opening and closing procedures
* Conducted interviews for potential employees
* Completed and filing company paperwork
* Submitted company financial information

*Previously Held Positions at Company:*

* **Inshop** and **Shift Manager**

**Boat Chucker** (May 2021—August 2021), Clearwater Outdoor

* Processed kayak and paddleboard reservations
* Instructed customers on water safety procedures and administered waivers
* Assisted customers by launching boats into water
* Maintenance of pier and grounds

**Lifeguard** (May 2020—August 2020), Water Safety Patrol

* Ensured safety of beach patrons
* Maintained and enforced beach rules
* Coordinated with other lifeguards to execute safety procedures
* Provided emergency medical assistance when necessary
* Performed closing duties
* Communicated with Water Safety Patrol HQ on beach updates

*Notable Accomplishments:*

* Saved a beach patron from drowning when they became overwhelmed by the water. Swam them back to shore and provided emotional reassurance.
* Provided medical assistance to a patron who was suffering from heat stroke.

**Bakery Clerk** (March 2018—May 2020), Stinebrink’s Piggly Wiggly

Responsibilities:

* Customer assistance
* Stocking
* Inventory management
* Cleaning
* Assistance to bakers
* Closing duties

EDUCATION & CREDENTIALS

**University of Wisconsin-Madison**, Madison, WI—Anticipated in May 2024

* Bachelor of Arts in History/Communication Arts: Radio-Television-Film
* Certificate: Digital Studies
* Current GPA of 3.2

*Notable Accomplishments:*

* Dean's List: Spring 2021

**High School Diploma,** Badger High School, 2016--2020

* GPA of 4.0
* AP Scholar with Honor,
* AP Scholar with Distinction,
* 4 Year High Honor Roll student,
* Scholarship Recipient (Bucky Scholarship)

EXTRACURRICULARS

**Member of Phi Alpha Theta**

* *Inducted April 2023*

**Effective Altruism Fellowship**

* *Since February 2023*

**Theater**

* *Winter Play, 2019*

**Badger High School Cross Country Team**

* *2016-2019*

 Skills

* Highly detail-oriented
* Excellent organizational skills
* Public Speaking
* Creative Writing
* Microsoft Office
* Premiere Pro
* Cinematography
* Directing
* Content Production
* HTML design experience: <https://greatkingrat02.github.io/greatkingrat03.github.io/index.html>
* Broadcast Experience: Announcer on Student News program through a high school class