

Alexis Taylor Keller

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EDUCATION:

Bachelor of Business Administration: Business Management

Kent State University Kent, OH

Graduation Date: 05/09/2020

Cumulative GPA: 3.11 / 4.00

EMPLOYMENT:

Intercompany Accounting Intern | Diebold Nixdorf: North Canton, Ohio 02/2019 – 11/2019

- Researched international unpaid purchase orders and monitor intercompany holds and exceptions to reduce in que costs
- Created monthly invoices for various miscellaneous charges for Diebold Nixdorf International
- Continually updated SharePoint site while working on miscellaneous intercompany projects

Secondary Marketing Assistant | Howard Hanna Mortgage Services: Mayfield, Ohio 05/2017 – 08/2017

- Priced new mortgage loans and lock with investors to meet equivalent par standards in comparison to current market rates.
- Gathered and organized loan registration forms from loan processors and various team members and return to Secondary Department for changes

CAMPUS INVOLVEMENT AND LEADERSHIP:

Phi Mu | Vice President, Panhellenic Delegate, Assistant Secretary 09/2016 – Present

- Worked with executive board to establish chapter goals to better the functions of our philanthropy, community service and risk management
- Lead the board of operations, which is nineteen chairwomen that serve as leaders in the chapter
- Coordinated meetings with the board to have functional, productive and educational meetings
- Organized and recorded board of operations' financial transactions
- Consulted the board of their duties such as: large and small scale event planning, marketing, budgeting and excellent leadership skills
- Served as the major liaison between the Panhellenic council/FSL advisors to my chapter
- Built semester long calendar and organized chapter members attended events

Panhellenic Council | Judicial Committee and Bylaw Committee 01/2019 – 12/2019

- Worked with the Vice President of Judicial Affairs and Panhellenic chapter representatives to address recruitment infractions, issues between chapters and create possible sanctions
- Reviewed and revised the Panhellenic bylaws to make sure they are up to par for the community

Undergraduate Student Government | Head of Student Outreach Committee 08/2019 – Present

- Work beside the Director of Student Outreach and Director of Marketing
- Coordinate and execute marketing strategies for Undergraduate Student Government campus events

Other Organizations: National Society of Leadership and Success | Society of Collegiate Leadership and Achievement | Never Walk Alone | Interhall Council | American Marketing Association | Kent Cares

VOLUNTEER WORK:

Volunteer | Kent Cares: Kent, Ohio 08/2019 - Present

- Volunteer with Kent State University students to clean gardens and parks, plant trees, and sweep the streets of Kent and the surrounding neighborhoods

Student Teacher | St. Bead's Church: Mentor, Ohio 01/2014 – 05/2016

- Taught fourth and fifth graders from different economic/lifestyle backgrounds about their relationship with the Catholicism