

Alexis F. Guerra  
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**EDUCATION:**

**The University of Michigan-Dearborn**

*Bachelor of Business Administration*

Major: Human Resource Management

Minor: Psychology

Relevant Courses:

- Business Law/ Finance
- International Dimensions of Organizational Behavior
- Employee Relations
- Staffing/Training/Recruiting

Dearborn, MI

Expected: May 2018

**ACADEMIC PROJECTS:**

**The University of Michigan-Dearborn:**

- Developed a training program in HRM class for high school students to learn about developing career pathways in college using LinkedIn
- VP- Project Manager for BA class; scheduling interviews with SHRM members and HR managers from companies such as Yazaki and DTE
- Project Manager for team of business and engineering students developing robotics competition business plan

**WORK EXPERIENCE:**

**Tesla Motors**

*Troy, MI*

January 2018-Present

- Demonstrate a mastery of all Tesla products and services in a timely manner
- Met the quota of 120 customer interactions/ phone calls per month
- Currently training to become a certified demo driver and specialist

**Dance Teacher/ Coach**

August 2015-Present

- Prepare training manual and progressive lesson plans which will enhance the experience of students
- Assessing performance and dance skills of students and providing personal feedback; preparing a team for competitions
- Organizing and/or creating team competitions, fundraisers, and meetings

**Server (Various Restaurants)**

August 2013-Present

- Collaborated with management on the opening of new establishments; trained new employee staff working with the HR department to provide feedback and helping with payroll issues
- Resolved internal conflicts between employees thereby setting an example for employee relations; designated apprentice by HR Manager
- Learned to thrive in fast-paced work environments while providing excellent customer service

**SHRM (CFO/Treasurer)**

*University of Michigan-Dearborn*

Dearborn, MI

September 2017-present

- Handle all financial records and transactions for SHRM account
- Record keeper of attendance before meetings as well
- Learn and network with other SHRM officials, organize fundraisers, and conferences

**Phi Mu Fraternity**

*University of Michigan- Dearborn*

- Dance director for Mock Rock 2 years in a row
- Coordinated 3 fundraisers for Children's Miracle Network Hospitals
- Volunteered and mentored a diverse group of young women at Vista Marie 4 years in a row

**SKILLS:**

- Computer proficiency in Microsoft Word, Excel, PowerPoint, Outlook
- Fluent in Spanish
- Recruitment, employee relations, and training
- Conflict management, business writing, and public speaking