

ALEXANDER KOLAKOWSKI

SUMMARY

Dedicated front desk associate with strong cash handling and organizational skills. Committed to delivering outstanding customer service and creating a welcoming environment for all guests.

EXPERIENCE

Front Desk Associate, 11/2024 - 08/2025

Mo'R Tennis & Fitness - East Stroudsburg, Pennsylvania

- Assisted with new member registrations, ensuring accurate data entry and documentation.
 - Handled cash transactions and processed payments for memberships and services smoothly.
 - Maintained cleanliness and organization of front desk area to enhance visitor experience.
 - Answered phone calls, addressing inquiries about services and facility hours promptly.
 - Greeted guests upon arrival and provided excellent customer service.
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EDUCATION AND TRAINING

High School Diploma, 05/2025

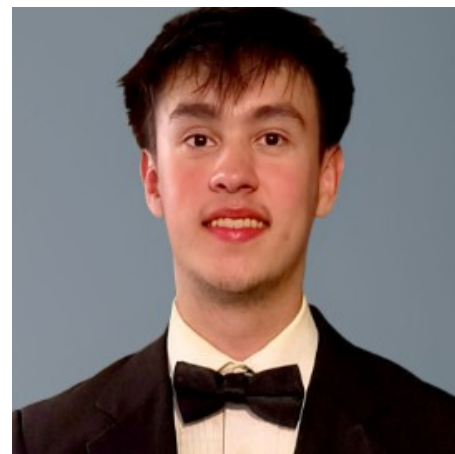
East Stroudsburg Senior Area High School South - East Stroudsburg, PA

ACCOMPLISHMENTS

- High School Top Overall Business Students
 - High School Top 10%
 - High School High Honor Roll
 - National Honor Society
 - 5x High School Student of the Quarter
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ACTIVITIES AND HONORS

- Varsity Tennis



CONTACT

Address: East Stroudsburg, PA 18302

Phone: 570-982-0245

Email:

alexanderkolakowski25@gmail.com

SKILLS

- Customer service
 - Data entry
 - Cash handling
 - Communication skills
 - Time management
 - Organization skills
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WEBSITES, PORTFOLIOS, PROFILES

- <https://www.linkedin.com/in/alexander-kolakowski-9a8965380/>