

# 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.

## 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

## 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

## WEBSITES, PORTFOLIOS, PROFILES

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

## ACTIVITIES AND HONORS

- Varsity Tennis