Alec Ananian

Community Coordinator

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# OBJECTIVE

Seeking professional growth in a challenging role within a reputable company where I can utilize my interpersonal communication and marketing skills.

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| --- | --- | --- |
| Metric and Data Analysis | Project Oversight | Research & Strategy |
| Verbal and Written Communication | Attention to Detail | SaaS Application |
| Client Relations | Technical Investing | Supervisory Roles |
|  |  |  |

# EXPERIENCE

## Randori Cyber Security, San Francisco *– Contract, marketing and PR specialist*

## MARCH 2020 - PRESENT

* Organized press metrics for analysis using excel and G suite
* Drafted pitches for press journalist from the Washington Post and New York Times
* Developed a professional email communication style

## Bluestem Brasserie, San Francisco *- JR. Bartender and Server*

SEPTEMBER 2019 - MARCH 2020

* Developed excellent customer relations
* Thrived in a fast paced environment
* Stocked and tracked bar inventory supplies

## Fit Boxing SF, San Francisco *- Owner, Operator and Personal Trainer*

AUGUST 2019 - PRESENT

* Helped clients reach fitness goals
* Created organized, personal fitness plans
* Launched business on multiple social media platforms

## Service Master Clean, Orange county, CA*- Claim Adjuster*

MARCH 2016 - JUNE 2019

* Filed insurance claims using the Exactimate software program
* Communicated with clients and managed day to day operations
* Resolved escalated customer service inquiries

# EDUCATION

## San Francisco State University- San Francisco, CA *Bachelors of Communications (in progress)*

AUGUST 2019 - PRESENT

## Saddleback Community College- Mission Viejo, CA *Associates of*

## *Communications*

AUGUST 2017 - MAY 2019