

Lexiss Gallegos

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EDUCATION

Bachelor of Science in Commerce and Business Administration, December 2023

The University of Alabama, Culverhouse College of Business, Tuscaloosa, AL

Majors: Finance and Economics

Specialization: Value Investing

GPA: 3.4/4.0

Major GPA: 4.0/4.0

RELEVANT COURSE WORK

Business Communications GBA 300 (Fall 2021)

- Pitched profitable and innovative business idea with a group of four others

Org. Theory and Behavior MGT 300 (Fall 2021)

- Analyzed qualitative and quantitative impacts on management at Pfizer Inc. throughout the entire semester

RELEVANT WORK EXPERIENCE

Production Team Member, August 2021 – February 2022

Remmert & Company – Architectural Woodworking

- Assisted in the final assembly of valuable custom products
- Collaborated with multiple departments to ensure smooth operations
- Worked over required hours on multiple volunteer opportunities to assist with timely project deadlines

Medical Secretary, April 2020 – August 2021

Valley Internal Medicine, Fort Payne, AL

- Facilitated 400+ patient's appointments, prescription refills, and other medical requests per month
- Facilitated physician's correspondence with hospitals by preparing medical records
- Transcribed patient messages and physician recommendations into patients' medical records
- Performed bookkeeping duties such as matching receipts, and billing patients
- Oversaw logistics of COVID vaccine from ordering to injection

Account Manager, January 2020 – April 2020

Genesis Landscaping, Fort Payne, AL

- Found and interacted with clients through channels including door-to-door sales, website traffic, phone calls, and email
- Managed all clients and payroll for 5 employees
- Organized work plans for landscaping projects and communicated plans to members

Accounting Intern, June 2018 – August 2018

Gas House Metal Solutions, Fort Payne, AL

- Managed over \$5 million in accounts payable
- Synthesized account tables and assigned entries to proper accounts
- Reported to HQ as subsidiary of Fortune-500 company regarding the accounts payable of Gas House Metal Sol.
- Analyzed accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards

HONORS & ACTIVITIES

- Honors: Recipient of UA Leadership Scholarship
- Activities: Italian Club, member (January 2022 – Present), Spanish Club, member (January 2022-Present), Ballroom Dance Club, member (March 2022 – Present), Investor, for self (April 2018 – Present)

VOLUNTEER SERVICE

- Our Lady of the Valley Catholic Church: Taught children, prepared celebrations, collected/counted money after celebrations
- First United Methodist School: Collected food for underserved kids

SKILLS/QUALITIES

- Skills: Microsoft Office Suite, Adobe InDesign, Illustrator, LibreOffice, Project Management, Disciplined Investing, Native Spanish speaker
- Qualities: Charismatic, Energetic, Disciplined, Positive, Highly Focused, Selfless, Unassuming