

Alexis Anderson

(781) 244-5381 | Alexisanderson375@gmail.com | Revere, MA

[linkedin.com/in/alexiselizabethanderson](https://www.linkedin.com/in/alexiselizabethanderson)

Profile:

I recently completed the Biotech Career Foundations Certificate Program designed by Bioversity in partnership with the Massachusetts College of Pharmacy and Health Sciences and I am seeking to transition into an early-career role in life sciences. Driven by a passion for learning, my focus remains on continuous improvement as I seek opportunities to enhance my skills and contribute effectively. My enthusiasm and adaptability guide me to stay ahead in the ever-evolving business landscape.

Relevant Technical Skills:

Lab Safety and Biosafety Protocols: Experienced in maintaining a safe lab environment, using PPE, and following biosafety guidelines to prevent contamination.

Quality and Compliance: Comfortable working under industry regulations like GMP, with a strong focus on accuracy, documentation, and following SOPs.

Software: Proficient with Microsoft Office Suite (Outlook, Excel, Word, PowerPoint, Teams); Slack; Salesforce.

Professional and Transferable Skills:

Business Communication: Received formal training in email etiquette, public speaking, teamwork dynamics, and concise messaging. Proficient in grammar essentials and adept at receiving and acting on performance feedback.

Customer Service: Effectively resolve customer complaints through strong communication skills, empathy, and comprehensive product knowledge. Dedicated to maintaining high levels of customer satisfaction and fostering long-term relationships.

Adaptability: Demonstrated flexibility in dynamic environments by quickly learning new systems and adjusting to shifting priorities. Embrace change with a positive attitude, welcoming diverse perspectives, and remain receptive to feedback to support team success and personal growth.

Education:

Bioversity – Biomanufacturing
Certificate of Completion

May 2025 - June 2025

Year Up United - Business Operations
Learning and Development - Internship

August 2023 – June 2024

Wellspring Communication Education – Medical Clerk
Certificate of Completion

August 2020 – December 2020

Experience:

Amazon

Delivery Driver, Revere, MA

December 2024 - Current

- Deliver 250-300 packages per day with a focus on safety and efficiency navigating route organization using GPS and itinerary provided
- Execute the logistics of my daily delivery route, ensuring timely and accurate package distribution in line with company metrics.

The Baupost Group**Analyst Assistant (Consultant), Boston, MA**

January 2024 – June 2024

- Provided comprehensive administrative support to investment teams, demonstrating proficiency in calendar management, travel coordination, and database maintenance.
- Managed reception desk operations efficiently, utilizing strong communication and interpersonal skills to greet visitors and handle incoming calls effectively.
- Demonstrated keen attention to detail in processing invoices, itineraries and executing various ad hoc projects, showcasing adaptability and problem-solving abilities.

U-Haul**Customer Service Representative, Boston, MA**

May 2022 – January 2024

- Presented friendly solution-focused customer service to ensure satisfaction with rentals and support.
- Conducted equipment inspections, managed inventory, and trained new team members to uphold company standards.
- Operated and filled propane tanks.