

Alexis Crutchfield
Lexi.crutchfield@icloud.com
793-624-6741
Lorton, Virginia

[linkedin.com/in/alexis-crutchfield-7915a9386](https://www.linkedin.com/in/alexis-crutchfield-7915a9386)

Objective

Communications student at George Mason University (expected 2025) seeking a Digital Marketing Internship. Skilled in content creation, SEO research, and customer communication with a strong foundation in collaboration, data analysis, and project support. Eager to apply academic knowledge and six years of professional service experience to support impactful marketing campaigns.

Education

George Mason University — Fairfax, VA

Bachelor of Arts, Communication & Political Studies (Expected 2025)

Relevant Coursework: Digital Media, Strategic Communication, Media Writing, Consumer Behavior, Public Relations

Skills

- Content Management Systems (WordPress, Wix; familiarity with CMS workflows)
- SEO: Keyword Research, On-Page Optimization, Google Analytics (basic)
- Digital Campaign Support: Email Marketing, List Management, Salesforce (familiarity)
- Social Media Platforms: Instagram, TikTok, Facebook
- Data Collection & Performance Metrics Reporting
- Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Remote Collaboration Tools (Zoom, Slack, Teams)
- Written & Verbal Communication
- Spanish (Conversational)

Professional Experience

Delivery Partner | DoorDash

Jul 2019 – Present

- Managed logistics for 1,500+ deliveries, maintaining a 5-star satisfaction rating.
- Leveraged mobile applications and GPS tools to optimize routes and delivery efficiency.
- Applied communication and customer engagement skills to resolve issues promptly and ensure client satisfaction.

Caterer | Mission BBQ

Aug 2022 – May 2023

- Supported execution of 30+ large-scale catering events, collaborating with cross-functional teams to meet client expectations.
- Coordinated event setup, service, and breakdown with attention to detail, timing, and presentation.
- Ensured compliance with quality and safety standards, demonstrating project management and organizational skills.

Hostess | Maggiano's Little Italy

May 2022 – Aug 2022

- Oversaw reservations and seating for 300+ daily guests, ensuring efficient flow of service.
- Coordinated with internal teams (servers, kitchen) to optimize guest experience.
- Maintained strong verbal communication to resolve issues and provide positive service.

Cashier | Giant Food

Sep 2018 – Mar 2019

- Processed 200+ customer transactions daily, ensuring accuracy and efficiency.
- Supported promotional campaigns by highlighting featured products at checkout.
- Collaborated with team members to maintain organized operations during peak hours.

Lifeguard | Crystal Aquatics Inc.

2017 – 2019

- Monitored facilities for safety compliance and enforced regulations.
- Engaged with customers to create a welcoming environment.
- Managed crisis response procedures with professionalism and composure.

Volunteer Experience

Missionary | Burke Community Church — Disaster & Humanitarian Relief

Childcare Volunteer | Babysits — Childcare services

References

• Johanne Garcia 703-848-6468

- Provided care for her children

• Samantha Foster 703-789-4312

- Manager at Papa Johns

• Jake Borenstein

703- 595-8266

Manager at oak chase pool

