

# Alyssa Travis

Walker, LA

[alyssatrav24@gmail.com](mailto:alyssatrav24@gmail.com)

+1 225 305 4155

Authorized to work in the US for any employer

## Work Experience

---

### **Travel Agent/Trainer/Owner**

Alyssa Monet Travel - Louisiana

February 2024 to Present

- Book travel.
- Keep up with travel updates.
- Constant continuing education and training.
- Social media and marketing online and in person.
- Keep track of expenses.
- Onboard and guide new agents.
- And more!

### **Substitute Teacher**

Livingston Parish Public Schools - Louisiana

September 2023 to May 2024

- Follow instructions exactly as left by teacher.
- Guide and teach students.

### **Marketing and Social Media Manager**

Elite Chiropractic - Albany, LA

July 2023 to November 2023

As a Marketing and Social Media Manager I:

Keep up with clinic social media.

Create flyers, brochures, business cards, and more.

Pitch/help execute clinic contests/giveaways to engage patients.

### **Chiropractic Assistant**

Elite Chiropractic - Albany, LA

March 2022 to November 2023

As a Chiropractic Assistant, I help patients with pain reduction, healing, and recovery by:

Instructing patients in rehab exercises,

The use of various beneficial machines,

and more, as prescribed by the doctor.

I also:

Prepare patients pre and post dry needling and cupping.

Document, file, and fax.

Check patients in and out.

Schedule patients.  
Keep the clinic clean and sanitized.  
Keep track of the amount of stock in inventory.  
Help the schedule run as smoothly as possible.

### **Office Manager**

Elite Chiropractic - Albany, LA  
January 2023 to July 2023

Office Manager has the same responsibilities as Chiropractic Assistant, except I also:  
Check and code Personal Injury patient charges.  
Manage clinic social media.  
Keep doctor up to date with emails.  
Manage doctor's calendar.  
Assist the doctor with paperwork.  
Verify timesheets.  
Assist the doctor, front desk, and other associates with any problems/needs.

### **Key Carrier**

TJ Maxx - Denham Springs, LA  
November 2021 to March 2022

Key Carrier has the same responsibilities as Sales Associate and Full-time Coordinator, except I also:  
Open and close store.  
Put out and pick up register money and change bag.  
Take delivery trucks with store product.  
Supervise associates in maintaining the cleanliness, security, and positive environment of the store.  
Count deposits.  
Hold team huddles to keep positive environment with communication and teamwork, plus also pass down important information.  
Help associates as needed.  
Deal with urgent situations, such as customer accidents.  
Drive store programs.

### **Full-Time Coordinator**

TJ Maxx - Denham Springs, LA  
September 2021 to March 2022

As a Full-time Coordinator, I have the same responsibilities I did as a Sales Associate, but with new additions:  
Maintain and supervise my area.  
Train and direct other associates in my area.  
Rearrange area according to guidelines and needs.  
Create and maintain fresh, appealing displays.

### **Sales Associate**

T.J. Maxx - Denham Springs, LA  
November 2016 to September 2021

As a sales associate I:  
Operate the cash register.  
Provide help to customers in any way that I can.

Clean/Straighten up the sales floor.  
Put out new product.  
Answer phone calls at the service desk.  
Help create a welcoming environment.  
Do any projects tasked by supervisor.

## Education

---

### **Certification in Travel**

Archer Evolution - Remote

February 2024 to February 2024

### **Certificate in Managing Social and Human Capital**

Wharton University of Pennsylvania - Remote

January 2024 to February 2024

### **Certificate in Google SEO Fundamentals**

UC Davis - Remote

January 2024 to February 2024

### **Certificate in Introduction to Google SEO**

UC Davis - Remote

December 2023 to January 2024

### **Certificate in Introduction to Financial Accounting**

Wharton University of Pennsylvania - Remote

February 2023 to March 2023

### **Certificate in Introduction to Marketing**

Wharton University of Pennsylvania - Remote

January 2023 to February 2023

### **Bachelor of Arts in English**

Southeastern Louisiana University - Hammond, LA

August 2017 to August 2021

### **High school diploma or GED**

Walker High School - Walker, LA

## Skills

---

- Creative Writing
- English
- Proofreading
- Microsoft Word
- Customer service
- Blogging
- Cashiering

- Instruction in rehab exercises to relieve muscle tension, strengthen muscles, and relieve pain
- Operate estim, ultrasound, and laser for pain relief
- Operate traction table to decompress the spine
- Patient Care
- Management
- Content Creation
- Beginner Photography
- Communication skills
- Editing
- Organizational skills
- Writing skills
- Microsoft Excel
- Administrative experience
- Microsoft Outlook