

Alexander Dudick

ajdudick@gmail.com - 603-793-3584 - Tacoma, WA

PROFILE

Reliable, detail-oriented communication and service professional with background in community work. Experienced in administration, client service, and creative project work. Strong empathy, organization, and follow-through. Able to adapt and thrive in various environments. Clean, safe driving record.

EXPERIENCE HIGHLIGHTS

H.I.R.E. Crew Lead / Executive Assistant

Valeo Vocation - Tacoma, WA
(2022-2024) Coordinated daily schedules for community-employment participants. Handled intake, documentation, and communication with residents in men's/teen shelters. Maintained records, supplies, and correspondence for the program director.

Online Sales Assistant

Goodwill Industries - Tacoma, WA
(2019-2020) Listed and photographed items for e-commerce, processed shipping paperwork

Night Shift Manager / Fitness Advisor

Planet Fitness - Tacoma, WA
(2018-2019) Completed opening/closing checklists, equipment checks, and facility cleaning. maintained a safe, orderly floor during low-staff hours.

Housing Specialist

Balance - San Francisco, CA
(2012-2015) Assisted Freddie Mac clients with paperwork and advised them on utilizing non-profit resources available to them, such as free counselling sessions with certified experts

Applicant Administrator

U.S. Department Of State - Portsmouth, NH
(2004-2010)
Took calls and answered questions at the National Passport Information Center, handled high-volume data entry and organized files at the National Visa Center.

Musician / Freelance Creative

Freelance
(Multi-instrumentalist, recording artist, producer, and composer through multiple relocations to New Hampshire, Maine, San Francisco, Oregon, and Washington State up to the present. Load-in/load-out for small AV setups.

SKILLS

Client Service

Service Standards Client Retention

Solution Engineering Delivery driver

(Amazon, Doordash)

Administration

Project Coordination Workflow Systems

Data & File Management

Technology

AI-Assisted Workflow Automation

Office 365 / Google Workspace

CRM/POS Platforms

INTERPERSONAL SKILLS

Communication and Collaboration

Successful in negotiating mutually beneficial outcomes and trust across diverse audiences

Attention to Detail

Governance and control of accurate information as it travels across internal and external environments.

Complexity Resolution

Successful in resolving complexity through time sensitive critical thinking.

Community Focused

Driven to help people in need and hear their lived experiences.

EDUCATION

Diploma

Exeter High School - Exeter, NH

REFERENCES AVAILABLE UPON REQUEST