



 TheLadyRenaissance.com

ALEXANDRIA RENEE HEBB

EXPERIENCE

OWNER - THE LADY RENAISSANCE ; CATHEDRAL CITY, CA — JUNE 2021— PRESENT

Started an online business for artists and entrepreneurs to stimulate productivity and creativity. Designed and manufactured: Apparel, Jewellery, Planners, and Stationary Stickers. Utilized Search Engine Optimization to increase sales.

GAMING INSPECTOR - AGUA CALIENTE GAMING COMMISSION; RANCHO MIRAGE, CA & PALM SPRINGS , CA — MAY 2021— PRESENT

Worked with the Aqua Caliente Tribal to verify and secure assets. Audited all departments to ensure policies and procedures are being met. Tested and verified the authenticity of electronic gaming computer control chips. Monitor and track the delivery, installation, relocation, removal, storage, etc. of gaming devices to assure regulatory compliance. Ensure maintenance of accurate records; inspect equipment and supplies to verify Integrity and compliance with technical standards. Curated reports and spreadsheets to optimize organization

PART TIME MANAGER - SHIFT LEAD, CASHIER, BIG FIVE; CATHEDRAL CITY, CA — NOVEMBER 2017 — APRIL 2021

Open and closing the store. Ordering Merchandise and Store supplies. Receiving and stocking inventory. Analyze sales and forecast future sales. Assigned and followed up on Task with employees. Calculate and submit Payroll

KEY HOLDER - HEAVENLY COUTURE; PALM SPRINGS, CA — DECEMBER 2016 - OCTOBER 2017

Balancing multiple drawers. Maintain a clean store and work station. Provided the best customer service for the customer. Promoted sales and luxury items.

TELLER - SUN COMMUNITY FEDERAL CREDIT UNION; PALM SPRINGS, CA — JULY 2014-2016

Processing cash, credit, and electronic transactions, with a balanced drawer.

Safely ID and search for customer account information. Greet and assist customers in a friendly professional manner, and being able to up-sell and offer special services. Having the capacity to work under pressure, team orientated, and high attention to detail. Efficiently completed clerical tasks such as organizing files in chronological, alphabetical, and numerical order.

Being able to demonstrate the ability to retrieve any document in a timely manner, and being able to handle invoices.

EDUCATION

PALM SPRINGS HIGH SCHOOL, PALM SPRINGS, CA — 2012-2016
High School Diploma

COLLEGE OF THE DESERT, PALM DESERT, CA — 2017- 2023
Sociology Associates Degree for Transfer

COURSEA, GOOGLE — 2023

Currently studying for my Project Management Certification with Google

SALES SKILLS

- Search Engine Optimization
- Marketing Graphic Design
- Shipping & Receiving
- E- Commerce Web Design
- Dropshipping

ART SKILLS

- Proficient in: Adobe Photoshop, Adobe Illustrator, Adobe Premier Pro, Procreate, Canva
- Art Mediums: Acrylic, Oil, Watercolors, Pencil, Oil Pastels and Graphic Design
- Filming and Editing
- Writing and Outlining Content
- Content Creation Platforms: YouTube, TikTok, and nstagram

COMPUTER SKILLS

- Search Engine Optimization
- Marketing Graphic Design
- E- Commerce Web Design
- Proficient in: Adobe Photoshop, Adobe Illustrator, Adobe Premier Pro, Procreate, Canva
- Format Ebooks for publication

Statement Of Interest

Growing up in Cathedral City, I have witnessed the tremendous positive impact that Ocotillo Park has had on our community. As a regular visitor to the park, where I often roller skate and enjoy the outdoors, I have developed a deep appreciation for this valuable community space. I am eager to give back to the community in the best way I know—through art.

As a local businesswoman in the valley, I take pride in supporting and enriching our community. I am an artist who specializes in large canvases, using vibrant colors and intricate details to bring my visions to life. My passion for painting is reflected in the bold and colorful works I create, each piece a testament to the beauty found in real life.

I would be honored to contribute my talents to enhance the beauty and spirit of Ocotillo Park. Thank you for considering my application.

Warm regards,

Alexandria Hebb

