
ALEXIS STERNER



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OBJECTIVE

I am looking for an opportunity to utilize my skills and contribute to a company or person.

SKILLS

Teamwork, creativity, communication, organization, Adobe Creative Suite, Apple Creative Suite, customer service, sales experience, fast learner

EXPERIENCE

FINANCIAL COUNSELOR ENSEMBLE AND TOWER HEALTH

March 2025 - Current

Monitor current Hospital accounts for Labor and Delivery patients, assist in babies insurance, collecting outstanding and current balances, monitoring NICU accounts, verifying insurance coverage, completing Medicare messages and rights to admitted Medicare patients.

PATIENT SERVICE REPRESENTATIVE LVHN

May 2023 - Dec. 2024

Check-in and check-out patient appointments, collect outstanding balances, reschedule or make patient appointments, liaison obtaining various referrals for two offices, managing work queues.

GUEST RELATIONS AGENT HERSHEY PARK

Feb. 2021 – Sept. 2024

Process sales, issues with tickets or season passes, liaison between guests and park staff in other departments, resolve guest concerns, providing guest accommodations, working in groups or independently.

ON-AIR ASSISTANT WAVT/WPPA

Jan. 2019 – Jan. 2020

Record and edit advertisements, assist On-Air personality, record and broadcast local sports games, fill in for various co-workers.

EDUCATION

MEDIA PRODUCTION AND MINOR IN CREATIVE WRITING

Indiana University of Pennsylvania May 2021

GPA of 3.8, Bachelor of Science Degree

Member of Graphic Design Student Association, Member of WIUP-FM, Music Director for WIUP, self-run podcast *In the Basement of the Castle* and *Eerie Volumes*.

MEDIA PRODUCTION

Northampton Community College May 2019

GPA of 3.4, Associate Degree, Specialized Degree in Multimedia Production, VP and Program Director of WNCC, member of National Society of Leadership and Success.