# Alexa Adams

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## Professional Summary

Passionate about music, creativity, and the entertainment industry, with a strong academic foundation built through music coursework at Compton College. Eager to apply technical knowledge, artistic talent, and a collaborative mindset in a professional and educational setting. Recognized for being dependable, adaptable, and committed to continuous learning while developing the skills necessary for a successful career in music production and audio creation.

## Skills and Qualifications

- Customer Service
- Verbal and Written Communication
- Team Collaboration
- Problem Solving
- Microsoft Office Suite (Word, PowerPoint, Excel, Outlook)
- Critical Thinking
- Project Management
- Time Management
- Google Suite (Docs, Email)

## Relevant Technical Skills

*Music Production Software (DAWs)*

- Logic Pro
- Pro Tools
- GarageBand
- SoundTrap

*Recording & Audio Production*

- Recording projects
- Digital & Audio recording
- Multi-track recording
- Microphone setup and placement,
- Audio editing
- Session organization
- Basic mixing

*Music Creation*

- Songwriting
- Music composition
- Beat production
- Loop creation
- MIDI programming & sequencing
- Live performances
- Original compositions

## Professional Experience

**K Plus Pop**, **Culver City**, **CA**
**Customer Service Associate**, **November 2025 – current**

- Greet guests and ensure they have a welcoming experience.
- Provide product information on K-Pop artists, albums, and merchandise.
- Process sales transactions using a cash register or POS system.
- Assist with inventory counts and receiving shipments.
- Help customers locate specific products or pre-orders.
- Handle returns, exchanges, and customer concerns professionally.

**Universal Studios**, **Hollywood**, **CA**
**Customer Service Associate, March 2025 – November 2025**

- Greeted guests and provided information regarding the park, attractions, dining, events, and activities.
- Prepared food and processed cash and credit card transactions.
- Ensured compliance with food safety policies and procedures.

**Knott's Berry Farm**, **Buena Park**, **CA**
**Guest Service Associate**, **March 2024 – March 2025**

- Greeted guests and ensure they feel comfortable by providing information regarding the park, attractions, dining, events, and activities.
- Served as a tour guide for guests to ensure an exciting park experience.
- Delivered fast and accurate service.
- Prepared food, take meal orders, and serve food to customers.
- Ensured a clean workstation and restock supplies.

**Bath & Body Works**, **Carson**, **CA**
**Seasonal Customer Service/Sales Associate**, **October 2023 – January 2024**

- Assisted customers with finding products and provided recommendations to ensure a positive shopping experience.
- Processed sales transactions and merchandise returns.
- Conducted inventory and restocked merchandise.

## Education

- Compton College – General Studies, Art and Humanities, expected graduate June 2027
    - Dean's List Recipient, May 2026
- Compton College – Commercial Music Certificate of Achievement, 2025
- Calvary Chapel Christian School of Downey, High School Diploma, 2023
    - Vocal Department Award
    - Honors GPA Award

## Affiliations

**Grammy U**

- Member**,** 2026 – current