

# Lucas “Luke” Alamshenas

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## Summary

Adaptable and results-driven professional with experience in retail management, web development, and customer service. Proven ability to lead teams, streamline operations, and enhance online presence through innovative solutions. Lucas is also TABC, Food Handler, and Food Service Manager Certified.

## Education

### Retail and Consumer Science B.S. | June 2023-Current | University of Houston

3.6 GPA

Dean's List Spring 2024

*Relevant Coursework:* Application of Discrete Methods in Technology, Intro into Data Analytics, Organizational Decisions in Technology, Retail and Consumer Science, Visual Merchandising, Consumer Sales, Resources in Technology Entrepreneurship, Merchandising Systems, Strategies in Digital Retail, Merchandising, Human Ecosystems and Technological Change, Consumer Science, Research Concepts in HDCS, Entrepreneurship, Internship in Retailing and Consumer Sciences

### High School Diploma | May 30, 2021 | The Awty International School

International Baccalaureate Diploma and American High School Diploma recipient with Honors

## Skills & Abilities

### Hard Skills:

- Problem solving and decision-making with strong analytical abilities.
- Proficient in Microsoft Office 365, Adobe Creative Cloud, QuickBooks, POS systems, OpenTable, and IT troubleshooting.
- Experienced in scheduling, record-keeping, cash handling, inventory management, and administrative tasks.
- Knowledgeable in bookkeeping, basic accounting, business administration, and expense reporting.
- Proficient in graphic design, social media management, and digital content creation.

### Soft Skills:

- Strong verbal and written communication. Excellent time management and multitasking abilities.
- Detail-oriented with the ability to work under pressure.
- Skilled in conflict resolution, team training, and leadership.
- Reliable and professional in client and guest relations.

### Languages:

- Fluent in English and Spanish.

## Experience

### General Manager | Musee LTD - River Oaks | October 2023-Current | Full Time

Managed all aspects of carpet sales, restoration, and invoicing using QuickBooks. Developed a business website and online storefront, including creating and editing a digital inventory with DSLR photography. Utilized tools like Adobe, Office 365, and DNS servers while overseeing social media and marketing to enhance the company's online presence.

### Receptionist | TEF Strength Training Facility | November 2024-Current | Part Time

Provided excellent customer service, managed front desk operations, and supported administrative tasks, including account updates, cash handling, and invoice organization, while ensuring a clean and safe environment.

### Shift Leader | Ola Cafe-Midtown | October 2022 - October 2023 | Full Time

Created recipes for drinks, syrups and food, as well as built and troubleshooted POS system, and worked on marketing to get interest from the community. Also, oversaw and managed Team-Members, ensuring operations were up to food service standards and trained new hires.

### Volunteer Coordinator | Houston Museum of Natural Science | June 2017 -August 2021 | Full Time

Seasonal paid position scheduling summer camp tours, giving tours of exhibits, training other tour guides in exhibition halls, and overseeing volunteers.