

## ALEXANDRA HAPUNIK

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### SUMMARY

Devoted and experienced Boat Captain ready to indulge in a full-time career as a Deckhand

### CERTIFICATIONS

- First Aid and CPR Certified
- Sports Nutrition Coach Certified
- Certified Medical Assistant
- Boater Safety Certificate
- Captain Master 50-Ton License in Boating
- Xactimate Level 1 Certification

### EDUCATION

**Ramapo College of New Jersey**, Mahwah, NJ, *May 2021*

School of Social Science and Human Services

Bachelor of Arts in Environmental Studies

GPA: 3.5 / 4.0

*Dean's List (Fall 2018 - Spring 2021)*

### WORK EXPERIENCE

**RE/MAX at Barnegat Bay**, Forked River, NJ, *November 2022 – Current*

Administrative Assistant

- Managed front desk; greeted agents and customers
- Managed online systems; ShowingTime Front Desk, flexmls Web, bright mls, and TRANSACTIONS zipForm Edition
- Wrote Commission Statements on behalf of agents
- Fielded incoming calls, answered questions, and transferred calls internally.
- Acted as a courier between two RE/MAX at Barnegat Bay offices
- Managed company social media; Facebook and Instagram

**B2 Bistro + Bar**, Bayville, NJ, *June 2022 – November 2022*

Boat Captain

- Captain a vessel used for water taxi services
- Inspect 35 mooring buoy lines on a consistent basis
- Provide safe and reliable boat transportation for boaters coming to and from the restaurant
- Provide scheduling information regarding the restaurant to customers
- Educate vessel-owning customers on properly mooring their vessel
- Rescued unoccupied vessels that have been cut loose from mooring buoys

**Normandy Beach Improvement Association**, Toms River, NJ, *June 2017 – September 2021*

Ocean Rescue Lifeguard - Development/Communications Department

- Rescued swimmers in danger of drowning, responded to other emergencies and performed appropriate follow-up procedures, including administration of first aid.
- Carried out the full range of specialized surf rescue tasks, including water rescue boats, kayaks, paddleboards, and executed prescribed emergency action correctly and quickly upon accidents.
- Monitored activities in swimming areas via continuous surveillance to prevent accidents and maintain peace and order among swimmers and people on the beach.

### BOATING EXPERIENCE

Owner of a 61 ft Viking Princess, 2 years

Captaining a 45.88 ft Bayliner Pilot House, 11 years

Captaining a 17.5 ft Wellcraft Bowrider, 11 year

Captaining a 24 ft Suntracker Pontoon, 1 year

Owner of a 26.5 ft Rinker Cabin Cruiser, 1 year

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