

ALEXANDER RIGBY

Business Administration Student | Sales & Operations Focus | Student-Athlete

alexander.rigby@eagles.oc.edu

EDUCATION

OKLAHOMA CHRISTIAN UNIVERSITY

Bachelor of Business Administration | August 2024-Present

Minor: Pre-Law | Expected Graduation: Spring 2028

ARIZONA STATE PREP ACADEMY

High School Diploma | Spring 2024

EXPERIENCE

RAINIER FIBER

Part-Time Office Assistant | June 2024-Present

- Phone communication, data entry, and organized office records
- Scheduling coordination and day-to-day office support

RAINIER VENEER

Operations Team Lead | June 2026-July 2026

- Daily assignments and schedules for a two-person machinery-cleaning team
- Work-priority coordination during a one-week work trip
- Hands-on machinery cleaning and production-floor support

SKILLS

Phone communication | Administrative support | Data entry | Scheduling | Operational planning | Team coordination | Industrial equipment cleaning | Microsoft Word | Microsoft PowerPoint | Google Workspace

LEADERSHIP AND AWARDS

ALL-AMERICAN SCHOLAR AWARD, College Golf

2025-2026

- Academic achievement while competing as a collegiate golfer

ACTIVITIES

OKLAHOMA CHRISTIAN UNIVERSITY GOLF TEAM

Student-Athlete | August 2024-Present

- Collegiate golf alongside academics and employment