

## ASHLEY CANTY

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### EDUCATION:

**Rutgers, The State University of New Jersey**, Newark, NJ

Bachelor of Science: Computer Science

Graduated: December 2017

Dean's List: Spring 2015

### HIGHLIGHTS OF QUALIFICATIONS

- Payment processing/issue resolution
- Customer care
- Phone etiquette
- Enthusiastic team player
- Flexible Schedule
- Diligent organizer
- Computer-savvy
- Friendly and reliable

### WORK EXPERIENCE

COMMUNITY SERVICE OFFICER

**Rutgers – University Public Safety**, Newark, NJ

Summer 2016 – Winter 2017

- Control traffic by directing drivers.
- Participate in drills and emergency precautionary demonstrations.
- Handle all incoming calls and answer inquiries made at the front desk, all while keeping the management team updated.
- Maintain logs of all transactions with visitors and incident reports.
- Secure premises and personnel by patrolling property; monitoring surveillance equipment; inspecting buildings, equipment, and access points; permitting entry.

CASHIER

Summer 2013 & 2014

**Boardwalk Cupcakes**, Atlantic City, NJ (July 2014 – Sept. 2014)

**Big Lots**, Egg Harbor Township, NJ (Aug. 2013 – Sept. 2013)

**Wal-Mart**, Mays landing, NJ (July 2013 – Aug. 2013)

- Inquired about customer experience and resolved issues.
- Answered questions about merchandise and maintained current knowledge of all promotions.
- Put out new merchandise, straightened shelves, and alerted management of order needs based on observation and customer requests.
- Greet every cashier with a smile and inquire about store experience.
- Volunteer for extra work to cover short-staffed shifts.

### ACTIVITIES

Basic Calculus: *Tutor*

Indoor and Outdoor Track: *Volunteer*

NJPIRG: *Volunteer*

2015

*Fall 2017*

*Fall 2016 – Spring 2017*

*Fall*

Cross Country, Indoor Track, and Outdoor Track

Fall 2012 – Spring 2016