



CONTACT



239.919.2144



a-warford96@comcast.net



Naples, FL

EDUCATION

CERTIFICATION

Full Stack Web Development

University of Central Florida
In Progress

BACHELOR OF ARTS

Integrated Studies

Florida Gulf Coast University

GPA: 3.66/4.00

December 2017

Graduated with HONORS
cum laude

with skills and experience
in multiple academic areas

Admissions Merit Scholarship

Florida Medallion Merit

Scholarship

Honors College

CERTIFICATIONS

ServSafe Food Handler

ServSafe Alcohol

TECHICAL SKILLS

Microsoft Office: Excel ▪ Word

Microsoft PowerPoint

Google Docs

Project Management

Writing

Jonas Software

ASHLEY WARFORD

RESUME OBJECTIVE

Driven and adaptable individual with diverse qualifications including the skills to lead, excellence in organization and a proven ability to perform effectively in new positions in record time, far exceeding company goals.

EXPERIENCE

Lead Server/ Hostess

First Watch Naples, Florida

September 2021 – Current

Welcome guests and promote food and beverage menu; Provide hospitable and friendly interactions whilst serving customers; Prepare checks and run POS system; Pre bus tables to assist with quick cleaning and table turnover; Improve daily operations

Nanny/ Personal Assistant

PMC Gage Naples, Florida

June 2020 – March 2021

Create a developmentally appropriate schedule for children; Transport children to daily activities; Assist parents by cleaning, cooking, and keeping household supplies stocked; Maintain records including logins, insurance, travel itinerary, medical information, etc.

Teacher

Creative World School of Naples Naples, Florida

June 2020 – March 2021

Create a developmentally appropriate classroom environment; Generate weekly lesson plans that promote character development, educational advancement and child joy

- Daily cleaning duties to ensure a healthy and safe environment

Reservations Analyst/ Group Coordinator

Marco Beach Ocean Resort Marco Island, Florida

January 2019 – March 2020

Retrieve, analyze, and accurately input reservation data from varying distribution channels; Coordinate rooming blocks and online inventory; Generate weekly reports that assist with Revenue Reports and Sales Forecasts

- Amplified productivity and communication between managers and employees by restructuring office systems and encouraging meetings

Preschool Teacher Assistant

The Village School of Naples Naples, Florida

March 2018 – January 2019

Create a safe nurturing environment; Work individually with students, keep classroom order and transition students to other daily activities.

- Lead classroom in event of teacher's absence and support aftercare program

Executive Assistant

Gulfshore Homes Bonita Springs, Florida

June 2014 – December 2017

Provided clerical and administrative support to Project Managers and Controller; Improved efficiency by restructuring the filing system for record storage

- Preserved work time for other employees by handling filing and preparing correspondence, documents/spreadsheets