

Ashley Turnbull

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EDUCATION

Aug 2023-
Present

EDUCATION

Owensboro Community and Technical College
Expected Diploma 2026 (GPA: 3.6)
Applied Associates of Computer Information Security
PTK Honor Society, Member

PROFESSIONAL EXPERIENCE

June 2022-
Oct 2023

Hucks, Food Service - Owensboro, KY

- Responsible for preparing and serving food items such as hot dogs, sandwiches, and snacks to customers.
- Maintained a clean and organized work area and ensured that all food items were properly stocked and displayed
- Handled cash transactions and provided excellent customer service by greeting customers, answering their questions, and resolving any issues or complaints.

Oct 2021-
April 2022

H&R Block, Assistant Team Leader - Owensboro, KY

- Managed team workload to reach targets for specific tasks.
- Delegated daily tasks, addressed employee questions, and resolved scheduling issues.
- Oversaw inventory supply to maintain fully stocked shelves during peak tax season periods.
- Set incentives and realistic targets associates could achieve.

July 2020-
Aug 2021

Clerical Assistant, Quality Sewing and Vacuum - Tukwila, WA

- Delivered clerical support by handling a range of routine and special requirements.
- Monitored repair shipments and truck procedures to effectively distribute outgoing and in-going repair orders from eleven different store locations
- Composed sensitive, confidential reports and documentation.
- Checks all repairs for accurate entry from 11 stores, equaling 50-150 machines a day.

SKILLS & ABILITIES

- Microsoft Office Suite and Google Docs
 - Mac, Linux and Windows OS Knowledge
 - Computer Technologies: Networking, building, repair.
 - Python, HTML, CSS, Javascript
 - Critical Thinking, customer service, organizational, sales and marketing Skills.
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