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| Ashley goupee  1160 SE Laika LN Port Saint Lucie, FL 34983 · 772-418-3579  A\_goupee90@outlook.com |
| My objective is to ultimately be a supervisor in a company that I can help others succeed. I will start at the bottom and work my way up the chain of command in order to achieve my goals. |

# Experience

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| October 2016 – july 2018ADMINISTRATION Assistant, Zenith FINANCIAL network  * Maintaining daily reports, three times a day. * Inputting payment information and verifying arrangements. * Answering phones and directing the call accordingly. |
| August 2013 – October 2016Front desk/Receptionst, Comprehensive ob & Gyn  * Answering phones and scheduling appointments. * Filing, scanning in documents. * Preparing for each day accordingly prior to the scheduled appointments. |

# Education

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| Currently StudyingBACHELOR’S IN BUSINESS MANAGEMENT, Adminstration & H.R.University of phoenixGpa: 3.8October 2018Associates in Business management & adminstration,University of Phoenix GPA: 3.8 |
| June 2009H.s Diploma, Coral Glades high school GPA 3.5 |

# Skills

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| * Type 50-80 wpm * Advanced in Microsoft office tools (Excel, Word, PowerPoint.) * Google Calendar/Docs * Auditing | * Computer Literate * Detail Oriented * Fast Learner * Customer Service Skills * Quickbooks |

# Activities

* AIDS Walk of 2009 - With ***American Sign Language***
* Mentored children in softball skills - With ***City of Margate***
* Fish Fry- With ***St Vincent Catholic Church***