

Ashley B. Glasz

Water Valley, MS
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WORK EXPERIENCE

Mississippi Department of Environmental Quality

Administrative Support Assistant IV

Oxford, MS

April 2019 – Present

Full Time

- Receives and distributes incoming telephone calls and mail. Volume of calls can vary depending on things like weather, activity level of the scientists, or any other number of factors.
- Maintains department files, records, and inventory. It is essential to the smooth operation of the NRO (North Regional Office) that all files and records are properly maintained and organized, as well as a constant inventory of consumable supplies used in day-to-day functions of the office.
- Reviews the work of staff for quality and accuracy.
- Prepares and maintains financial documents, reports, and various forms related to office activities, including but not limited to travel vouchers, purchase requisitions, invoices, monthly vehicle documents, and employee activity logs.
- Input information into CTS (Complaint Tracking System) or research and collect requested information from various department programs or the internet as needed by coworkers or people calling the office.
- Book hotels and travel for scientists who are staying outside their normal work area.

St. Dominic Hospital Gift Shop

Shop Clerk

Jackson, MS

Feb 2018 – October 2018

Full Time

- Manage merchandising and presentations throughout the store
- Audit money, balance cash drawers, and prepare deposits
- Inventory stock and requisition new stock
- Resolve customer complaints regarding sales and service
- Deliver gifts to patients in the hospital

Landshark Pat McClure Realty (Formerly Coldwell Banker Pat McClure Realty)

Licensed Realtor/Administrative Assistant

Oxford, MS

Sep 2016 – December 2020

Full Time/Remote

- Licensed in the sale and purchase of real estate in Mississippi
- Look up property information and property owners utilizing parcel numbers
- Utilize property data to complete listings and provide accurate descriptions
- Review real estate documents for accuracy and completeness
- Prepare legal documents such as contracts, purchase agreements, closing statements, deeds, and leases
- Review files, records, and other documents to obtain information to respond to requests
- Maintain and record documents in appropriate filing systems
- Build and maintain the company website
- Enter listing data onto real estate database

PetSmart

Merchandising and Inventory Manager

Oxford, MS

Oct 2007 – Apr 2017

Part Time (20+hrs / week)

- Manage and direct employees in the daily operation of the store
- Manage merchandising and presentations throughout the store
- Audit money, balance cash drawers, and prepare deposits
- Inventory stock and requisition new stock
- Resolve customer complaints regarding sales and service
- Maintain price integrity
- Investigate missing or stolen merchandise

EDUCATION

UNIVERSITY OF MISSISSIPPI

Bachelor of Science in Criminal Justice

Oxford, MS

August 2011

BASE CAMP CODING ACADEMY GRADUATE INSTITUTE

Computer Software Development

Water Valley, MS

Expected Graduation: September 2023

ADDITIONAL CERTIFICATIONS AND SKILLS

- Administrative Services Certification Program and Executive Services Certification Program Graduate (2022)
- Understanding of Python, HTML, CSS, and more to come
- Familiar with several computer programs including Microsoft Office, Adobe, Affinity, Visual Studio
- Member of Documentation Team, Management Team, and Mentoring and Tutoring Team while at BCCA.
- Extremely organized and proficient
- Converses easily with customers and clients
- Self-motivated and a quick learner
- Great attention to detail