

# Ashley M. James

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## Education:

- CSU Monterey Bay, Business Administration & Information Systems December 2017
- Folsom Lake College, El Dorado Center, GE transfer May 2015

## Volunteer Work:

- Spring Showcase - PowerPoint Presentation, CSUMB College of Business April 2016
- Hope, Horses & Kids, Therapeutic Riding Program, Salinas, CA 2015 - 2016
- Amador Veterinary Services, Administrative Assistant & Veterinary Technician 2011 - 2013

## Employment History:

- Catalyst Club, Manager of Coat Check, Security, Box Office 2016 - Present
- Humboldt Nutrients, Registration & Compliance Officer 2013 - Present
- File Clearance-Income Maintenance, El Dorado Co. Dept. Human Svcs 2010 - 2011
- Account Executive/Sales, Gist Silversmiths, Inc. 2007 - 2009

## Leadership Experience:

- Manager of 8 people, delegated tasks to ensure efficient, excellent results, scheduling, etc.
- Mediation Skills/conflict resolution – diplomatically able to obtain resolution of high tension situations
- Suggested, researched and created event proposals for Alpha Kappa Psi - Gamma class activities; Social & Professional
- Able to take charge, plan, promote, and execute plans and events singularly or as a team-player

## Computer Program/Office Experience

- Microsoft Windows OS, Microsoft Office, HP Marketing Assistant, Retail Pro 4.0, MAS 200, Quickbooks 2007-09, Quickbooks POS, CIV system, Legacy Data Systems, MEDS database, Adobe Dreamweaver, CSS, Notepad HTML, website development
- Answered phones (up to 8 lines), provided information, redirected to associate voicemail
- Ability to efficiently and accurately enter data. Fully utilize office devices: copiers, scanners, fax, e-fax, postal machines, etc.

## Administrative/Marketing/Sales

- Traveled nationally for trade shows– set up booths, received/organized inventory, recorded sales receipts, batches, and entered sales reports on a daily basis
- Strong sales and clerical skills; ability to prioritize, work responsibly, team oriented or independently, multi-task and work efficiently under time sensitive deadlines
- Excellent sales account management
- Incorporate a proactive and creative outlook for project development and management in any occupational setting
- Entered extensive inventory items, created special item look-ups/shortcuts, import/export from Excel to POS program, Invoice creation
- Developed marketing layouts, written, copied and met advertisement deadlines (retail, real estate, etc.)
- Created thorough and competitive product bids

## Special Knowledge

- Researched and reported client status utilizing statewide welfare database systems by SSN #
- Created pending cases for eligibility review for CMSP, Medi-Cal, Foodstamps, CalWORKS programs etc.
- Knowledgeable to Federal time requirements, standards for client eligibility to applicable programs
- Driver for courier route of Department of Human Services- logged mileage, used company gas cards, fleet repairs/detailing
- Worked as an Independent Consultant for Monterey Peninsula Chamber of Commerce compiling/presenting MPCC Business Walk research data
- Private research consultant for small business start-up – Plan of Action with Milestones report for novelty product industry