

Ashley Dunn

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EDUCATION

The University of San Diego, Honors Program
B.A Applied Mathematics, Economics Minor, GPA 3.62

San Diego, CA
May 2018

EXPERIENCE

The University of San Diego Mathematics Department

Tutor and Grader

San Diego, CA
Fall 2015 - Present

- Assist hundreds of students in Calculus, Statistics, Ordinary Differential Equations, Linear Algebra, and College Algebra
- Grade homework and assist 3 professors

The University of San Diego Sustainability Living Learning Community

Preceptorial Assistant

San Diego, CA
Fall 2014-Present

- Mentor 40 freshman and help them transition into college
- Organize and plan group events and individual meetings regarding progress and overall wellbeing
- Send and organize proper reports regarding students wellbeing and my progress over the semester to advisors

Doling Shaw and Hanover, APC

Intern

Palm Desert, CA
Summer 2016

- Investigated major creditors to find updated information on mutual clients' accounts
- Answered phones and wrote letters communicating urgent information with clients
- Filed court documents
- Fixed and maintained office technology

Hanover and Shaw: Attorneys at Law

Office Assistant

Palm Desert, CA
Summer 2011- Summer 2015

- Trained 2 new employees in phones, file organization, client backgrounds, court document filing, etc.
- Managed the office including: answering phones, organizing outgoing and incoming mail, and keeping client files up to date
- Filled out and filed bankruptcy documents

Gregory D. Barton CPA

Office Assistant

Palm Springs, CA
Summer 2015

- Entered expenses into Quickbooks for small businesses
- Balanced accounts

VOLUNTEER EXPERIENCE & ACTIVITIES

- Ronald McDonald House Charities 2015- present
- M.A.D.D, Mothers Against Drunk Driving 2009- present
- Eisenhower Medical Center Summer 2011- present
- Academic Tutor 2013-2014
- Katherine Finchy Elementary School 2009-2014
- Alpha Delta Pi - Recruitment Information Manager 2015 - present
- STEM³ Scholar 2015- present
- Association of Women in Mathematics 2015- present

SKILLS

- **Computer:** Proficient in Microsoft Office, Basic Proficiency in Java, Linux and Matlab, Basic Proficiency in Quickbooks
- **Language:** Basic Proficiency in Spanish