

Ashley A. Jackson
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Objective: Seeking a position that will utilize my education, work experience and personal interests.

Education

Central Connecticut State University (Fall 09- Spring 2012)
Bachelor's degree in Business Management
Bachelor's degree in Marketing
Overall GPA 3.3

Middlesex Community College (Fall 05- Spring 09)
Associate's degree in Business Administration
Overall GPA 3.3

O. H Platt High School (Sep 01- Jun-05)
General studies diploma

Skills

Proficient in: Microsoft Word, Microsoft Excel, Power Point, Microsoft Access, Visio, Mac, Photoshop, and SPSS

Experience

JCPenny (480 Lewis Ave, Meriden CT) (Oct 11-Jan 12)
Sales Associate

- Assist Customers
- Analyzed and solved customer service issues
- Cashed customers out
- Organized and cleaned department
- Marketed and assisted credit applications

Home Depot (1055 Old Colony Rd, Wallingford, CT) (May 06- Oct 10)
Phone Operator

- Assists customers
- Analyze customer orders, providing results
- Managed phone calls transferring to departments to provide full information
- Using store systems to obtain information for customers

Central Connecticut State University- Student (60 Stanley St., New Britain CT) (Sept 09-

May 10)

Office assistant

- Responsible student organizations mail
- Making deposits to the business office on behalf on student clubs, acquiring checks from accounts payable, obtaining and depositing purchase records
- Office duties such as typing, copying and answering phones

Middletown Adult Education (398 Main St, Middletown, CT) (Oct 07-May 2008)

Daycare teacher/Office assistant

- Responsible for children various ages
- Assisted teachers with child activities
- Completed multiple office duties such as typing, worked on web design, copying, filing, and record filing

Filene's (470 Lewis Ave, Meriden, CT) (Aug 05 - Feb 06)

Sales Associate

- Responsible for assisting customers
- Led purchases including assisting in finding items
- Monitored and cleaning the dressing rooms
- Cleaning department
- Cashing customers out.
- Marketed credit sign-ups
- Communicated customer needs with other stores

Marshalls (S. Broad St, Meriden CT) (Oct 03 - Oct 04)

Fitting Room Associate/ Domestic Associate

- Responsible for keeping track of clothes that customer took into and out of the fitting room.
- Oversee fitting rooms, keeping clean and appropriate for customers to utilize.
- Cleaning and organizing the Departments.
- Also processing inventory such as handbags, clothes, shoes, etc.

Volunteer Work

Meriden Public Library

Assisted with returns for books and keeping periodicals in an orderly display.

American Cancer Society

Assisted with general office duties including copying, faxing, answering phones and mail outs.

Greek Novelties

Help with work in the business area. Such as stuffing and labeling envelopes.

Clubs

Delta Mu Delta

Member of the international business administration honor society

Phi Sigma Sigma

Member of a national sorority