

Ashley Crnic

T: (519) 639-6397 E: crnicashley2@gmail.com
3580 Settlement Trail, London, ON

EDUCATION

Western University, London, Ontario
Honors Business Management and Organizational Studies, specialization in Human Resources

2013

Western University, London Ontario
Professional Certificate in Adult Education

present

RELEVANT EXPERIENCE

London Children's Connection, London Ontario

July 2012- April 2013

Human Resources Support Assistant

- Responsible for pre-screening candidates and scheduling interviews with qualified applicants requiring a high degree of professionalism as the initial point of contact with potential employees
- Instrumental in the successful hiring over 80 people in a 2 month period by developing job postings for part time and supply positions to effectively recruit a qualified applicant pool
- Organized and represented LCC at our Summer Job Fair/ Fanshawe College Job Fair to recruit qualified applicants; responsible for creating marketing material and communicating with individuals about the available positions, requirements and benefits of joining the team
- Prepared and assisted with a four-day Summer Orientation for over 250 employees by creating itineraries, policy and procedure packages as well as representing the HR department by administering, collecting and tracking missing paperwork at the orientation
- Worked independently and cross functionally to assist with contract renewals/ new hire paperwork for over 150 staff members, requiring close attention to detail, clarity and accuracy
- Worked with Microsoft Office suite to organize and track required staff documentation, interview schedules and analysis of absenteeism statistics requiring a high level of accuracy and confidentiality

Milestones Grill and Bar, London Ontario

March 2012- November 2013

Dining Room Server

- Deliver an exceptional dining experience by recommending, anticipating guests needs, and creating a superior report with quests in order to gain repeat customers and increase sales, consistently ranked in the top 10% of server sales
- Required to work independently and within a team to ensure the restaurant operates smoothly and efficiently
- Expert in menu/ wine offerings to provide the ultimate experience and enhance ability to upsell and increase company profits
- Ability to work in a fast-paced environment while paying close attention to detail, prioritizing and maintaining a positive attitude
- Cross trained in multiple areas of the restaurant including hostess stand and expo to enhance my skills and abilities

Shoppers Drugmart, London Ontario

April 2009- June 2010

Cosmetic Merchandiser & Beauty Boutique Expert

- Maintained efficient flow of merchandise from receiving to sales floor to ensure profit maximization and up to date inventory
- Responsible for adjusting planograms in order to achieve company standards and specifications
- Assembled product displays and maintained an appealing cosmetic department which contributed to increase sales and positive mystery shopper feedback
- Responsible for using PDT system to cycle count and replenish inventory when low
- Ensured proper documentation for receiving inventory as well as returns and damages
- Beauty boutique expert with knowledge of our product mix in order to provide best customer experience for all shoppers, resulting in increase sales and customer satisfaction

ACTIVITIES & VOLUNTEERING

Heart and Stroke Foundation, London Ontario

present

Volunteer Placement Coordinator

- Respond to volunteer phone inquiries and provide information regarding possible volunteer positions
- Conduct screening interviews with potential volunteers to learn about their interests/skills and to successfully place them in a well suited volunteer position
- Deliver orientation to familiarize volunteers with the Heart and Stroke Foundation and set them up for success
- Maintain volunteer database using Salesforce.com

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St. Thomas Aquinas Secondary School

2010-2012

Teaching Assistant

- Assisted in high school level business courses by marking exams, inputting grades and assisting students with course material ranging from Finance, International Business and Human Resource Management

References Available Upon Request