

Ashley Carson

Staffing Coordinator

Dallas, TX

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(510) 602-1221

Work Experience

Seasonal Staffing Coordinator

Amazon

September 2016 to Present

- worked 2 peak seasons in 2017 & 2018 as a contractor with Adecco and Callebba Agency
- * Utilized Salesforce (applicant tracking system) to manage candidate progress in hiring process. Included troubleshooting system issues.
- * Executed various recruitment activities during off-site Hiring Node; responsibilities included: check-in for appointments; assigning candidates a location and preferred shift; providing computer support; taking badge photos; completing I9's in HireRight; facilitating oral drug test process.
- * Compiled end of day hiring data to generate daily activity reports sent to WFS Leadership Team.
- * Worked cohesively with a team of #8-#12 Staffing Coordinators in a very high paced hiring environment.
- * Manage over contractors around the US > Trained and provided support to seasonal contractors in various regional locations

Repair Coordinator

ThyssenKrupp

April 2015 to March 2016

- * Processed elevator repairs to fix or upgrade elevators
- * Maintained weekly backlog meetings 6 to 8 branch offices.
- * Tracked monthly goals and budgets over \$ 1 million dollars. Ran reports to verify the amounts.
- * Coordinated with Buyers, AR, Payroll to ensure parts and labor orders were correct. Ensured customer's accounts were in good standing by pulling reports and looking for delinquent payments.

Administrative Assistant- supporting Operations Manager

Caterpillar

August 2014 to April 2015

- * Assistant to Operation Manager
- * Scheduled and coordinated tours for potential clients

Retention Representative/ MDU

Time Warner Cable

May 2012 to August 2013

Concierge Rep

- * Educate the customer on competitive pricing information
- * Responsible for sales and installations of all TWC products

* Increased penetration and overall revenue per subscriber, with monthly goal of 125 units where goal was met each month.

Teller/Merchant

Bank of America

January 2010 to October 2011

- * Processed transactions accurately and efficiently in accordance with policies and procedures.
- * Demonstrated The Bank of America Core Values and G.U.E.S.T.

Education

MBA in Finance

DeVry University-Chicago

January 2014 to June 2017

Bachelor of Arts in Psychology

University of Arkansas Little Rock - Little Rock, AR

May 2011

Bachelor of Arts in Criminal Justice

DeVry University