

# Ashley Norton

Griffin, GA 30223

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478.319.5684

Willing to relocate: Anywhere

Authorized to work in the US for any employer

## Work Experience

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### **Personal House Cleaner**

Two Maids & A Mop - Peachtree City, GA

August 2020 to Present

I'm a personal house cleaner for clients all over north Georgia. I have excellent customer service with all clients, make sure what they want cleaned is correctly and to their standards. A full top to bottom clean every time! I love to help people so it makes the hard work worth it.

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### **Independent Sales Consultant**

Mary Kay

January 2019 to September 2020

Home Based Business

I was in charge of over 100 personal clients and multiple team members. I work on my own time which makes it easy to around my schedule and I was making \$500 a month in sales working 1/4th of the time.

### **Office Manager**

All About Plumbing - Oceanside, CA

January 2015 to August 2019

Accomplished personal assistant handling tasks as needed for the owner.

Maintained a busy multi-line office phone. I ensured proper customer orders and dispatching to correct plumbers. Handled customer complaints and ensured the best customer service. Also personally dealt with pulling city permits and business licenses, as well as delivering them to the jobs sites.

### **Business Development Center**

Hoehn Honda - Carlsbad, CA

April 2018 to December 2018

In the 8 months I worked here, I was part of the service area. I answered phones, booked service calls appointments and was in charge of 10 loaner cars. My job consisted of making sure all loaner cars were clean, had a full tank, and that they had no damage when leaving and being returned.

## Education

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### **Real estate license in Real Estate**

Real estate express

January 2021 to Present

### **High school diploma**

Escondido Charter High School - Escondido, CA  
2013 to 2014

### **Diploma**

Classical Academy - Escondido, CA  
2010 to 2013

## Skills

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- Skills One of my strongest skills is customer service. No matter the situation, I will always remain professional. I personally ran my own Mary Kay business. I'm very good at sales, I never walked away without \$100 in profit per event. My typing skills have also improved in the last year due to my previous jobs were mostly data entry. (3 years)
- Business Development
- Personal Assistant Experience