

# Ashley Abeyta

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1254 S Flower Circle Unit D, Lakewood , CO 80232

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## Summary

Versatile assistant offering administrative experience in both corporate and non-profit office environments. Receptionist who answers a high volume of incoming calls while handling in-person inquiries from clients and colleagues. Flexible and hardworking with the drive to succeed.

Retail Sales Associate with 4 equipped with expert knowledge of cleaning equipment, products and techniques. Focuses on completing all tasks quickly and with high quality standards in mind. years in upscale retail apparel, shoe and jewelry sales. Enjoys helping customers find products to meet their needs.

House cleaner equipped with expert knowledge of cleaning equipment, products and techniques. Focuses on completing all tasks quickly and with high quality standards in mind.

## Highlights

- Microsoft Office proficiency
- Excel spreadsheets
- Meticulous attention to detail
- Results-oriented
- Self-directed
- Professional and mature
- Strong problem solver
- Dedicated team player
- Understands grammar
- Meeting planning
- Schedule management
- Workers' compensation knowledge
- Customer- and service-oriented
- Cash handling accuracy
- Loss prevention comprehension
- Excellent communication skills

Meticulous attention to detail  
typing skills

## Accomplishments

Increased office organization by developing more efficient filing system and customer database protocols. Received a merit raise for strong attention to detail, exemplary customer service and team-player attitude.

## Experience

Claire's

January 2012 to December 2013

**Cashier/Third Key Manager**

Lakewood, CO

Opening/Closing down

Counting Drawer

Data Entry

Customer Service

Customer Complaints

Re-merchandising

Bank Runs

Avalanche Harley Davidson

Current to Current

**Administrative Assistant/Receptionist**

Lakewood , CO

Managed the receptionist area, including greeting visitors and responding to telephone and in-person requests for information.Planned meetings and prepared conference rooms.Maintained an up-to-date department organizational chart.Made copies, sent faxes and handled all incoming and outgoing correspondence.Received and screened a high volume of internal and external communications, including email and mail.Created and maintained spreadsheets using advanced Excel functions and calculations to develop reports and lists.Payroll every monday. Typing skills

House Cleaning

**House Cleaning/Vacant Leasing Apartments**

Lakewood, CO

Cleaning Vacant Apartments

Familiar With All Cleaning Supplies

Dusting,Mopping,Vacuming

Deep Cleaning

**Education**

**Alameda High School**

2013

**GED**

Lakewood, Co