

Ashley Hunter

2045 Desoto Blvd S Naples, FL 34117
(239) 776 - 0905
Ashley.born@rocketmail.com

Objective

To secure the position of administrative assistant in an established company.

Profile Statement

Outstanding office skills and knowledge of office management procedures. Provided administrative and secretarial support to a large department, managed a number of simultaneous projects and met deadlines consistently and accurately. An independent worker recognized for a proactive approach to problem-solving. Proven experience in a demanding work environment dealing successfully with competing needs and different challenges.

Work Experience

Administrative Assistant

Archer Western Construction, Naples, FL

October 2015 – current

- provide full Human resource and administrative support
- prepare departmental correspondence, documents, reports, presentations
- recruitment, hiring and employee training
- schedule and coordinate meetings and appointments
- prepared and distributed certified payroll

Administrative

Powers lake Elementary School, Powers Lake, ND

August 2013 – June 2015

- provided the full range of secretarial and administrative support to the Managing Director

- scheduled meetings and appointments
 - coordinated school events and functions
 - handled incoming calls and correspondence
 - prepared correspondence, documents, newsletters
 - processed invoices and prepared payments
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Education

Palmetto Ridge High School, Naples, FL

2009

Technical Skills

- MS Word
 - Excel
 - Outlook
 - PowerPoint
 - Typing skills
 - Excellent spelling and grammar skills
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Core Competencies

- organizational and planning skills
 - communication skills
 - information gathering and management
 - decision-making
 - problem-solving
 - flexibility
 - reliability
 - teamwork
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References

Available on request

