

Ashley Montoya

Greeley, CO

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WORK EXPERIENCE

Administrative Specialist

U.S. Marine Corps - Okinawa, Japan - 2014-10 - 2017-04

Working at the Installation Personnel Administration Center in Okinawa was a high pressure fast-paced job. We helped over 10,000 Marines and Sailors. Long thankless hours were a regular part of the schedule. Communication, Customer service, and time management were a must have for a successful team.

Administrative Specialist

U.S. Marine Corps - Quantico, VA - 2014-01 - 2014-10

My primary duties were making and tracking packages. Microsoft Office was a large part of my job. It was a busy fast-paced job.

EDUCATION

High school diploma in N/a

Graham High School - Graham, NC

2009-08 - 2013-06

SKILLS

Microsoft office, Spanish

MILITARY SERVICE

Service Country: United States

Branch: U.S Marine Corps

Rank: Cpl

2013-07 - Present