

Ashley Shepard
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Summary of Qualifications:

- ❖ My diverse experience working with people of all walks of life in various settings has supplied me with the know how to adapt to any environment.
- ❖ Knowledge in the areas of marketing and networking.
- ❖ Effective organizational skills with the ability to handle a variety of assignments.
- ❖ Extensive knowledge of excel and google docs

Education:

Edison College, 2003-2006

Work Experience:

Castle Group, Estero, FL August 2021 – February 2022

Administrative Assistant

- ❖ Assistant to the Property Manager in daily activities, residents of the HOA needs, and meetings with contractors.
- ❖ Met with the ACB Committee every two weeks, posted agenda and minutes of each meeting to the community.
- ❖ Assisted with processing invoices to accounting department, logged on many spreadsheets for record keeping and accuracy of current residents, contractor invoices and utilities usages, assisted residents with access to the gates and community.

CRE Consultants, Fort Myers, FL March 2019 – April 2021

Executive Assistant to Randal Mercer

- ❖ Personal Assistant to one of the founding owners of the company, calendared meetings with support of all entities the owner controlled
- ❖ Assistant Property Manager of multiple commercial properties, control of all financial accounts to all commercial properties on behalf on the owners
- ❖ Completed multiple tasks at one time, spreadsheets and owners reports, banking, RE Tax reporting, marketing and Real Estate transactions on commercial rent or sale of office space.

Naples Fence and More, Inc. Bonita Springs, FL March 2018 – November 2018

Office Manager

- ❖ Personal assistant for scheduling meetings for owners.
- ❖ Tracked office expenses, prepared estimates and invoices,
- ❖ Accounts receivable/payable and payroll.
- ❖ Responsible for quotes from various vendors, while maintaining positive work environment.

Best Home Services, Naples & Fort Myers, FL October 2017 – March 2018

Customer Team Leader

- ❖ Customer service for all customers calling into our call center.
- ❖ Managed a team of customer service representatives.
- ❖ Responsible for providing excellent customer service and decision making.