

Ashley Velasco

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Authorized to work in the US for any employer

Work Experience

Sales Associate/Technician

Vivint Smart Home - Denver, CO

August 2019 to April 2020

- Licensed home security technician proficient at marketing, sales, and install.
- Appointment based selling and installing of residential smart home and security systems.
- Ensure on-time arrival to daily customer appointments.
- Provide exceptional customer service – “Customer obsession is our advantage”
- Conduct in home security product education, and information sessions.
- Personalize home security packages while ensuring both proper installation, and activation of all new and existing equipment.
- Maintain and manage adequate inventory levels of products and equipment through home distribution of Vivint products.
- Successfully acquired new customers generating personal, and company revenue.
- Installed, tested and serviced alarm and associated systems for commercial and residential customers.
- Resolved conflicts and negotiated agreements between parties in order to reach win-win solutions to disagreements and clarify misunderstandings.

Warehouse Worker at American Exchange

Core Staffing Temp Agency - Ontario, CA

April 2019 to August 2019

- Maintain health and safety compliance in accordance with company policy.
- Prepare orders by processing requests: pull accurate materials and place in appropriate area for customer pick up or delivery; loading and unloading trucks as necessary.
- Maintain inventory controls through minimizing materials damage and ensuring order accuracy.
- Be able to organize the warehouse and manage bin locations.
- Ensure that equipment is maintained to company operating standards.
- Load and unload items from pallets for distribution.
- Sort material according to size, type, style, color, or product code.
- Carry out tasks as assigned by the warehouse supervisor / manager.

Residential and Commercial Cleaner

Hot Mess Express - Ontario, CA

March 2019 to June 2019

- Provided thorough, efficient cleaning services customized to client preference.
- Keep buildings clean and maintain an orderly condition within offices and cubicles.
- Perform heavy cleaning duties such as cleaning kitchen, bathroom, make beds, sweep, vacuum, mop, dust, laundry and other cleaning as necessary.
- Demonstrated honest and trustworthy work ethic in client homes or buildings.
- Responsible for organizing and moving of things at customer's request.

Inventory Associate

WIS International - Long Beach, CA

October 2016 to August 2018

- Collect and analyze data to detect deficient controls, duplicated effort, extravagance, fraud or non-compliance with laws, regulations, and management policies.
- Communicate with company officials about financial and regulatory matters.
- Locate and count inventory items, and record data manually or using WIS portable 10 key machine.
- Verify inventory computations by comparing them to physical counts of stock, and investigate discrepancies or adjust errors.

Inventory Specialist

RGIS - Santa Ana, CA

June 2012 to September 2015

- Collect and analyze data to detect deficient controls, duplicated effort, extravagance, fraud, or non-compliance with laws, regulations, and management policies.
- Confer with company officials about financial and regulatory matters.
- Locate and count inventory items, and record data manually or using RGIS portable 10 key machine.
- Verify inventory computations by comparing them to physical counts of stock, and investigate discrepancies or adjust errors.
- Relate information clearly and accurately, verbally and in written form, in a positive manner that yields cooperation.
- Produce up-to-the-minute information, using internal computer systems, to allow management to base decisions on actual, not historical, data.
- Clean and maintain inventory areas at all times in order to ensure compliance with safety regulations.
- To count all inventory at quick pace well never jeopardizing accuracy, integrity, reliability and convenience.

Taco Bell Team Member

Alvarado Restaurant INC. - Long Beach, CA

May 2013 to June 2015

- Maintain sanitation, health, and safety standards in work areas.
- Clean food preparation areas, cooking surfaces, and utensils.
- Take food and drink orders and receive payment from customers.
- Clean, stock, and restock workstations and display cases.
- Read food order slips or receive verbal instructions as to food required by patron, and prepare and cook food according to instructions.
- Verify that prepared food meets requirements for quality and quantity.

Taco Bell Team Member

Alvarado Restaurant INC. - Lakewood, CA
June 2011 to November 2012

- Maintain sanitation, health, and safety standards in work areas.
- Clean food preparation areas, cooking surfaces, and utensils.
- Take food and drink orders and receive payment from customers.
- Clean, stock, and restock workstations and display cases.
- Read food order slips or receive verbal instructions as to food required by patron, and prepare and cook food according to instructions.
- Verify that prepared food meets requirements for quality and quantity.

Mover/Loader/Security

Retro Robin Estate Sales - Los Angeles, CA
February 2010 to August 2011

- To sort through, organize and clean all items in home before sale.
- Move items that require relocation without damaging the item.
- Load large or heavy items that are purchased by the customers.
- Walk through the sale to make sure that no one is taking items not paid for.

Inside Sales/Customer Service

Century 16 Theater - Las Vegas, NV
January 2005 to December 2005

- Answers customer's questions about merchandise and advise customers on merchandise selections.
- Itemize and total customer merchandise selection at checkout counter, using cash register, and accept cash or charge card for purchase.
- Take inventory or examine merchandise to identify items to be reordered or replenished.
- Pack customer purchases in bags or cartons.
- Stock shelves, racks, cases, bins, and tables with new transferred merchandise.

Education

Associate in AA in general education

Cerritos Community College - Norwalk, CA
April 2017 to August 2017

High school diploma in Diploma

Bellflower Alternative Education Center - Bellflower, CA
January 2011 to May 2011

High school diploma in Diploma

Skills

- 10 Key Data Entry
- Commercial Cleaning
- Inside Sales
- Food Production
- Moving Experience

- Security System Experience
- Warehouse Supervisor Experience
- Residential Cleaning
- Strong Communication Skills
- Quick Learner
- Contract Preparation
- HVAC
- Installation of Security Systems
- Power Tools (1 year)
- Basic Math