

ASHLEY WHITE

DENVER, CO 80221

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PROFESSIONAL SUMMARY

Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals. Hardworking and passionate job seeker with strong organizational skills eager to secure entry-level [Job Title](#) position. Ready to help team achieve company goals. To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

SKILLS

- Automotive Detailing
- Engine Cleaning
- Telephone Etiquette
- Interior and Exterior Cleaning
- Customer Service
- Hand Tools
- Inventory Control
- Quality Control
- Chemical Handling
- Time Management
- Problem Solving
- Attention to Detail
- Upholstery Cleaning
- Safety Procedures
- Pressure Washing
- Exterior Detailing
- Work Area Organization
- Work Planning
- Material Transportation
- Decision-Making
- Conscientious and Detail-Oriented
- Heavy Lifting
- Checklists and Recordkeeping
- Team Cooperation
- Hand and Power Tool Operation
- Safety Standards and Protocols
- Honest and Dependable
- New Employee Training
- Team Leadership
- Reliable and Responsible
- Sweeping and Vacuuming
- Window Cleaning

WORK HISTORY

Tephseal

Detailer // Westminster // August 2023 to Current

- Vacuumed interiors of vehicles to remove dirt and debris.
- Used cleaning, protective, and restorative agents to maintain and enhance appearance of vehicles.
- Cleaned upholstery, rugs and other surfaces by using cleaning agents, applicators and cleaning devices.
- Washed cars and trucks daily for auto dealership.
- Cleaned engine and engine compartment with steam cleaning equipment and various cleaning agents to remove grease and grime.

- Maintained clean, tidy and safe work environment.
- Maintained car detailing equipment and supplies in optimal condition for daily demands.
- Collected and disposed of trash in vehicle console spaces and under seats.

Village Travel

Detailer // Catoosa, OK // January 2023 to August 2023

- Vacuumed interiors of vehicles to remove dirt and debris.
- Used cleaning, protective, and restorative agents to maintain and enhance appearance of vehicles.
- Cleaned upholstery, rugs and other surfaces by using cleaning agents, applicators and cleaning devices.
- Washed cars and trucks daily for auto dealership.
- Mixed cleaning solutions, abrasive compositions and other compounds to clean interior and exterior of vehicle.
- Maintained clean, tidy and safe work environment.
- Collected and disposed of trash in vehicle console spaces and under seats.
- Refilled gas tanks and documented fluid levels.
- Utilized high-pressure washers to clean vehicles and equipment.
- Organized vehicle and equipment storage spaces, removing trash and wiping down surfaces.

La-Z-Boy Furniture

Upholstery // Siloam Springs, AR // October 2020 to September 2022

- Stretched and tacked fabric into place.
- Correctly and safely used variety of hand tools, saws and cutting equipment to carry out job duties.
- Disassembled [Products](#) to reupholster fabric.
- Planned and paced work efficiently in order to meet daily, weekly, project, or production goals.
- Padded seats and arms with batting and cardboard.
- Recognized and reported defective material and equipment to shift supervisor.
- Built as many as [Number](#) different products each week.
- Received and processed both written and verbal instructions, prints and work orders.
- Skilled at working independently and collaboratively in a team environment.
- Proven ability to learn quickly and adapt to new situations.
- Organized and detail-oriented with a strong work ethic.
- Paid attention to detail while completing assignments.

Tulsa Bus Plant

Chassie // Tulsa, OK // August 2022 to January 2023

- Repaired and replaced worn and damaged components.
- Read and followed technical documentation to complete accurate repairs.
- Used power tools to place nuts and bolts in the right place
- Lift parts and move to place in correct place

Walmart

Fresh Team Lead // Siloam Springs, AR // September 2018 to March 2020

- Scanned shelves and product cases for expired stock and outdated items.
- Unloaded produce trucks and broke down produce pallets to organize produce within refrigerator and dry storage areas.

- Refilled and rotated items on shelves to maintain well-stocked inventory.
- Verified proper merchandising for freshness and quality of goods by properly handling produce, minimizing damage and spoilage of products.
- Verified deliveries against invoices to complete shortage and overage reports.
- Stocked merchandise, clearly labeling items, and arranging according to size or color.
- Answered customer questions about products and services, helped locate merchandise, and promoted key items.
- Managed efficient cash register operations.
- Built customer loyalty and retention by delivering excellent shopping experiences.
- Wrapped, boxed and weighed bakery department products.

Dollar General

Assistant Manager // Tulsa, OK // October 2015 to September 2018

- Organized racks and shelves to maintain store visual appeal, engage customers, and promote specific merchandise.
- Helped customers locate products and checked store system for merchandise at other sites.
- Rotated stock and restocked shelves to maintain product availability and store appearance.
- Managed returns, exchanges and refunds in accordance with store policy.
- Prepared merchandise for sales floor by pricing or tagging.
- Maintained calm demeanor and professionally managed issues in busy, high-stress situations.
- Stocked merchandise, clearly labeling items, and arranging according to size or color.
- Answered customer questions about products and services, helped locate merchandise, and promoted key items.
- Managed efficient cash register operations.
- Opened, shelved and merchandised new products in visually appealing and organized displays for optimal sales promotions.

Walmart

Apperal // Tulsa, OK // September 2012 to September 2015

- Trained new personnel regarding company operations, policies and services.
- Managed timely and effective replacement of damaged or missing products.
- Monitored cash drawers in multiple checkout stations and maintained adequate cash supply.
- Maintained clean and orderly checkout areas by mopping floors, emptying trash cans and wiping down surfaces.
- Cross-trained and provided backup support for organizational leadership.
- Cross-trained and backed up other customer service managers.
- Collected and returned unpurchased or returned items to correct shelf locations and arranged displays to promote sales.
- Maintained up-to-date knowledge of product and service changes.
- Delivered prompt service to prioritize customer needs.

Idaho Pacific

Sorter Operations Associate // Center, CO // July 2005 to December 2009

- Utilized sorting systems to sort items fast and accurately.
- Worked collaboratively with colleagues in fast-paced environment to meet tight deadlines for sorting.

- Followed safety procedures and used protective gear to prevent injury and maintain safe working environment.
- Inspected items for damage or defects before sorting as part of quality control process.
- Operated pallet jacks to move large and heavy items for sorting.
- Followed company policies and procedures to produce consistent work results.
- Used hand-held scanners to sort items into specific categories.
- Maintained cleanliness and order of conveyor belt and sorting line areas to reduce safety risks.

EDUCATION

High School Diploma

Del Norte High School // Del Norte, CO // May 2007