

# ASHLEY CARRUTHERS

lotuseater7@yahoo.com ♦ 720-975-5147

## EDUCATION

- ♦ One year coursework at Kalamazoo Valley Community College toward BS in Psychology
- ♦ One year coursework at Northern Michigan University toward BS in Psychology
- ♦ One year coursework at Western Michigan University toward BS in Psychology

## SKILLS

- ♦ Microsoft office - Microsoft word - PowerPoint - Data entry - Internet - Social media - Team building - Conflict resolution - Sales - Customer service

## EXPERIENCE

Jeretta Odden ♦ 508 N. VanBuren Bloomingdale, MI 49026

Personal Assistant ♦ February 2011 – Present

- ♦ Reduced household clutter - Reorganized home - Accompanied to appointments - Completed personal errands - Simplified bills - Attended to correspondence by mail

Blackhawk Bar and Grill ♦ 8940 North 32<sup>nd</sup> Street Richland, MI 49083

Server ♦ March 2011 – July 2011

- Greeted and served customers - Party set up - Increased personal sales - Performed side work - Oversaw server closing duties - Introduced new dessert - Co-fashioned new table arrangements

Amy Fry ♦ 10419 U.S. Route 150 Oakwood, IL 61858

Administrative/Personal Assistant ♦ July 2010 – February 2011

- ♦ Maintained schedule - Read, monitored, and responded to email - Answered calls - Handled queries - Booked meetings - Organized travel/itineraries - Representative at client meetings - Conducted internet research - Created advertising proposals - Managed projects - Prepared presentations - Led meetings - Revised filing system - Designed store displays - Expanded customer base - Utilized “junk” materials - Supervised staff - Launched recycling program

- ♦ References available upon request