

Ashley Marie Schmidt

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OBJECTIVE

EDUCATION

Scott Community College Blong Center, Davenport, IA **October 2013-November 2013**
Completed Forklift class and Manufacturing Basics class

Scott Community College, Davenport, IA **August 2010-June 2012**
Associate of Applied Science Degree

Major: Administrative and Office Support GPA: 3.7

Member of Phi Theta Kappa Student Honor Society **April 2011-Present**

Related Courses:

Microcomputer Applications: Excel, Access, Word, Office ,and PowerPoint

Records Management

Document Formatting

Business Math and Calculators

WORK EXPERIENCE

Kelly Services, Davenport, IA **January 2014-April 2014**

This is a temporary job at Verisight, Inc. I am on the Distributions and Loan Processing Team. I process requests for termination/retirement by making sure paperwork is filled out and that vesting percentages are correct. I have had to calculate outstanding loans to see if they still have an outstanding loan or if it is paid off.

Also had a 2 week assignment at Allied Waste doing audits.

Quad Cities Retina Consultants, Davenport, IA **September 2013-October 2013**

Medical Assistant, duties include answering the phones, scheduling appointments, putting drops in, checking eye vision, eye pressure, assisting in the laser room, filing, checking vitals, numbing the eye for injections.

Chenhall's Staffing, Davenport, IA **June 2013-July 2013**

This was a temporary job for Moline Forge. Responsibilities: payroll, code cards, scrap, EDI's, answer phones, and transfer calls.

Aerotek, Davenport, IA **February 2013-June 2013**

This was a temporary job for Parker Hannifan. Worked with kanban cards, audits of both parts and kanban cards, Printed orders for the production line to work on, ordered supplies/inventory, helped scheduler, and looked for BOL and ship sets in the shipping department.

The Employment Source, Davenport, IA **September 2012- January 2013**

Various temporary companies whatever came along.

Office Team, Davenport, IA **May 2012-August 2012**

Temporary job for Nikulski Financial's Receptionist. Answered phones, took messages, scheduled appointments, maintained databases, faxed, attended meetings

Additional attributes

- Multitasking, attention to detail, excellent time management skills, organization
- Desire to learn new skills, get along with co-workers
- Work well on my own with limited supervision
- Volunteer in the community with Habitat for Humanity
- I was a CNA for 3 years after high school