

ASHLYN RICH

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professional summary

Meticulous Administrative Assistant, excellent at juggling multiple tasks and working under pressure. Broad industry experience includes Insurance, Finance and Legal.

skills

- Excellent organizational skills
- Excellent team player and community builder
- Proficient in the Adobe Suite
- Fast learner
- Administrative support specialist
- Microsoft Office proficiency
- Time management
- Commitment to quality and service
- Food Handler certificate
- Service-oriented team player
- Proficient in customer service
- Outstanding interpersonal skills
- Team leadership skills
- Articulate and well-spoken

work history

Administration Assistant

Jan 2016 - Apr 2017

De Palma Insurance

Rancho Cucamonga

- Answered and quickly redirected up to 2 calls per minute.
- Ordered and distributed office supplies while adhering to a fixed office budget.
- Managed office supplies, vendors, organization and upkeep.
- Answered and managed incoming and outgoing calls while recording accurate messages.
- Opened and properly distributed incoming mail.
- Helped distribute employee notices and mail around the office.
- Maintained a clean reception area, including lounge and associated areas.

Team Member/Cashier

Jan 2016 - Sep 2016

Pieology Pizzeria

Rancho Cucamonga

- Demonstrated integrity and honesty while interacting with guests, team members and managers.
- Cross-trained and coordinated scheduling with team members to ensure seamless service.
- Communicated openly and honestly with the management team during each shift to ensure it ran smoothly.
- Received and delivered quality products to restaurant from supply warehouse in a timely manner.
- Displayed enthusiasm and knowledge about the restaurant's menu and products.
- Inspected and cleaned food preparation areas to ensure safe and sanitary food-handling practices
- Portioned, arranged, and garnished food, and served food to waiters or patrons

- Routinely supported other areas of the restaurant as requested, including answering telephones and completing financial transactions for other staff members.

Ride Attendent

Jun 2015 - Sep 2015

Scandia Family Fun Center

Ontario, CA

- Implemented a set of comprehensive tracking processes to monitor ride performance.
- Defined clear targets and objectives and communicated them to other team members.
- Directed quality assurance efforts to maximize customer satisfaction and minimize unsatisfactory experiences.
- Directed planning, budgeting, vendor selection and quality assurance efforts.

education

Bachelor of Arts: Communications, Public Relations, Module in Advertising

Current

Brigham Young University-Idaho

Rexburg, Idaho