

Ashlie Mesa

Ready and motivated

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- I am seeking a position that is challenging and rewarding with opportunities for advancement.

Authorized to work in the US for any employer

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Closing Manager

Ross Dress For Less - Clayton, CA

December 2017 to July 2018

Closing manager. Oversee all closings procedures. Locking and setting alarms Cash drops, change, covering all areas of the store, assign each associate to end of the day tasks in every department, damaging out products, In charge of 6 to 12 associates at a time. Coaching, disciplinary action if necessary. Closing all registers, locking and counting tills, cash drop making sure all register counts were correct. Making sure we're meeting our quota and beating last year's sales, customer service, In charge of all recovery. Oversee all asset protection associates, Training associates in all areas.

Executive Administrative Assistant

DentPro Corporate - Concord, CA

April 2016 to February 2017

Data Entry, Quickbooks, Processing Invoices, Portfolio, Assigning Technician, Answering Phones, Processing Cancellations, Word, Excel. Presentations to upper management, Filing, Scanning, Faxing. Organizational skills to work effectively and meet deadlines with frequent interruptions
Self-directed with the ability to work with a diverse group

Strong verbal and interpersonal skills.

Working experience with Microsoft Word, Excel, Outlook, PowerPoint and Adobe Acrobat

Job duties include:

Reception and Front Desk support

Experience operating a multi-line phone system and exceptional phone etiquette

Document production - collating, assembling, packaging and shipping

Word processing support for reports, letters and specifications

Project and administrative filing - create, maintain and closeout of files

Process office mail, shipping and receiving

Calendar management

Meeting scheduling

Ability to attend and setup meetings

Special projects as required

Lifting, stocking and inventorying supplies

Administrative Assistant

Carriage Services, Incorporated - Richmond, CA

January 2015 to April 2016

Responsibilities

Answer phones, Take payment, Assign tasks, Handle issues in professional manner, Emails, Microsoft office, Update Website, Pull Contracts, Filing. Sold cemetery plots.

Accomplishments

Promoted after 2 months after being in sales to admin.

Skills Used

Professional Work Ethic, Office Management, Multi Tasking,

Team Lead, Members Service Associate, Cashier.

Sam's Club - Concord, CA

January 2011 to December 2013

Running the whole front end, overseen 20 or more associates at a time, going over weekly development areas with each cashier. In charge of all front end cashiers, membership department associates, cellphone department associates, clothing department associates, tobacco department associates, tire department associates, food court department associates,

Heavy cash handling, Cashier, Deposits, Verifying, Tobacco Sales, Tax Exempt Forms, Sales, Credit Card Applications, weekly meetings with all management making sure we're meeting our goals, coaching staff, open and closing, high sales, Memberships, Returns, Exchange, Inventory, Stocking, Marketing, Field Sales.

Accomplishments

Starting as cashier, promotion to tobacco department, promoted to membership department, promoted to front end manager

Head Cashier/Sales Associate

Motherhood Maternity - Walnut Creek, CA

January 2007 to December 2011

Sales, Conference Calls, Setting Sales Goals, Bank Deposits, Inventory, Shipping, Receiving, Price Changes, Returns, Exchanges.

Office Manager

Geno's Auto Body - Antioch, CA

January 2004 to December 2007

Duties: Estimates, Ordering Parts, Inventory, Bank Deposits, Filing, Basic Computer, Microsoft Word,

Making Appointments, Answering Phones, Follow up with customers, Opening and Closing procedures.

- Maintained and supervised office operations
- Communicated with clients
- Supervised office staff
- Supported and trained staff
- Managed payroll
- Maintained office efficiency by organizing operations and procedures

Education

G.E.D

Martinez adult school - Martinez, CA

2005 to 2005

Skills

- Good organizational skills (10+ years)
- Great customer service and communication skills
- Strong ability to multitask and manage time Microsoft Office QuickBooks Excel Portfolio Sales Marketing
- Quickbooks (5 years)
- Microsoft Office (8 years)
- Portfolio (2 years)
- Data entry (10+ years)
- Word (8 years)
- Excel (8 years)
- Auto Estimating (4 years)
- Calendar Management (8 years)
- Adobe Acrobat (4 years)
- Word Processing (10+ years)
- Office Management (10+ years)
- Personal Assistant Experience (10+ years)
- Phone Etiquette (10+ years)
- Administrative Experience (10+ years)
- Customer service (10+ years)