

Ashley Renee Redican

7666 Lee's Dr. NE Poulsbo, WA. 98370 - (360)328-8087 - ashleyrenee@protonmail.com

Objective

I am currently looking to join a team that has a dynamic work environment and who is also focused on maintaining a high quality product/service to assure the satisfaction of our customers. I would love to further my education and experience in Software Engineering, Business Marketing and Massage Therapy!

Skills

- Customer Service Expert
- Fast Learner
- Team Player
- Accounts Payable/ Receivable (2 Years QuickBooks Experience)
- Time Management
- Multitasker
- Energetic
- Critical Thinker

Education

Olympic College

Bremerton, WA

Nursing Delegation, RNA (Registered Nursing Assistant)

Graduated in October 2012

GPA: 4.0

Kingston High School

Kingston, WA

High School Diploma,

Graduated with Honors in June 2010

GPA: 3.8

Experience

| **RECEPTIONIST/ FRONT DESK**

| **LIBERTY SHORES**

| **POULSBO, WA**

| **MARCH 2016- MARCH 2017**

Issued invoices for clients, created and made changes to customers' orders, ran payment transactions, issued refunds, replied to emails, answered phones, organized office, processed

and scheduled supply deliveries, filed paperwork accordingly, managed UPS shipments, ran errands, and assisted anywhere needed in the office.

| **VETERINARY AIDE/ ANIMAL CARETAKER**

| **KINDER4RESCUE**

| **NORTH HOLLYWOOD, CA**

| **SEPTEMBER 2015- JANUARY 2016**

Managed and lived onsite at the rescue by maintaining a healthy living environment for animals which included; feeding twice daily, bathing once a week, medicating when directed, laundry, dishes, ensuring inventory was fully stocked, keeping employees stayed on task. I also helped three days a week at the Surgical Clinic where I assisted the veterinarian with x-rays, teeth cleanings, inserting catheters, sterilizing the surgical equipment, grooming, organizing the front office and surgery rooms, checked patients in, and managed adoption day once a week, and assisted anywhere else needed at the clinic or rescue.

| **CASHIER/ CUSTOMER SERVICE**

| **SPORTSMAN'S WAREHOUSE**

| **LOVELAND, CO**

| **JUNE 2015- SEPTEMBER 2016**

Assisted customers with returns, issued hunting licenses, answered phones, stocked and rotated inventory, recommended and helped customers locate merchandise, worked as a team player, designed new display ideas to improve accessibility to merchandise, organized daily and weekly sales reports for store managers, responsible for ringing up customers in a timely manner.

| **ACCOUNTANT/ RECEPTIONIST**

| **FEATHERS SIGNS AND PRINTING**

| **SANTA CLARITA, CA**

| **AUGUST 2014- JULY 2015**

Issued invoices for clients, created and made changes to customers' orders, ran payment transactions, issued refunds, replied to emails, answered phones, organized office, processed and scheduled supply deliveries, filed paperwork accordingly, managed UPS shipments, assisted with car wraps and other vinyl installations, edited photos for customers based on their requests, cut photos to size, assembled channel lettering, and assisted anywhere needed in the office.

| **DELEGATED RNA (REGISTERED NURSING ASSISTANT)**

| **LIBERTY SHORES AND HARBOR HOUSE MEMORY CARE**

| **POULSBORO, WA**

| **OCTOBER 2006 - JULY 2013**

Assisted residents with dementia with ADL's (Activity of Daily Living), tested blood sugar levels, administered the proper amount of insulin when necessary, dosed and administered resident's medications, properly documented narcotics book, ordered medications, stocked med cart, kept excellent communication with coworkers to assure high productivity and care quality, worked

overtime whenever needed.

| **PHYSICAL THERAPIST AIDE**

| **NORTHWOODS LODGE REHABILITATION CENTER**

| **SILVERDALE, WA**

| **MARCH 2011 - JUNE 2013**

Assisted Physical and Occupational Therapists with patient strength building exercises, kept gym clean, processed patient insurances, filed paperwork, transported patients to and from therapy appointments, scheduled appointments, answered phones, proofread therapists notes, calculated therapy times to assure insurance requirements were met, assisted nursing staff when needed, and assured patients were receiving the highest quality of care possible.

| **HOSTESS**

| **OLIVE GARDEN**

| **SILVERDALE, WA**

| **SEPTEMBER 2011 - APRIL 2012**

Greeted guests with a smile, cleaned lobby, buss tables, stocked condiments, assisted waiters and waitresses, helped prep food, cleaned bathrooms, took out garbage, made sure every guest had a wonderful experience, and assisted guests with any complaints or concerns.

References

Susan Glass
Administrative Assistant
Liberty Shores
Office: (323)627-0195
Former Supervisor

Deanna Hilse
Administrative Assistant/ Nursing Director
Liberty Shores and Harbor House Memory Care
Office: (360)908-1231
Former Supervisor

Taylor Potter
RNA (Registered Nursing Assistant)
Liberty Shores and Harbor House Memory Care/ Martha and Mary Memory Care
Cell: (801)275-7837
Friend/ Former Co Worker