

Savannah, MO 64133  
(816-)301-8311  
ashneal517@gmail.com

## Ashley Neal

### SKILLS

Communication, dependability, integrity, multitasking, organization, experience with children, clerical experience, creative writing, and presentation skills.

### EXPERIENCE

#### **Tru Insurance Services, 8500 College Boulevard, Overland Park, Kansas – Clerical Assistant**

June 6, 2017 – August 10, 2017, June 5, 2018 – August 8, 2018, May 28, 2019 – August 9, 2019

I scanned business paper files into the online system. For a short time, I acted as secretary, answering phone calls from customers and directing them as needed. I signed for mail. I communicated face-to-face with customers. During my second summer, I interacted with the other employees and gained friendships. During my third and final summer, I worked at the front desk, greeted clients, answered questions, and directed them to their agents and/or producers.

#### **Graceway, 5460 Blue Ridge Cutoff, Raytown, MO 64133 –**

June 10, 2019 – August 10, 2019, June 1, 2020 – July 29, 2020

I worked as an intern in the children's ministry, from ages birth thru PreK. I created a curriculum for grades PreK through the 4th. I presented ideas and possibilities on how to improve and what could be done differently, online and in-person. I made sure the rooms were Sunday-ready and participated in baby visits and dedications.

#### **YMCA, 315 S 6th St, St. Joseph, MO 64501 –**

November 5, 2019 – January 29, 2020

I was a before and after school worker, in charge of watching, taking care of, and feeding children from as young as kindergartens to as old as fifth graders. I would manage anywhere from two kids to around twenty, typically by myself. I did the paperwork and wrote checks as well.

#### **Missouri Western State University, 4525 Downs Dr, St. Joseph, MO 64507 – Work-Study Student/Assistant**

September 3, 2020 – May 7, 2021, August 30, 2021 – May 2022

I assisted in creating and planning receptions and banquets for each semester's graduates. I helped prepare for accreditation standards, along with inputting grades, creating and sending professional emails.

## EDUCATION

### **Raytown High School, 6019 Blue Ridge Blvd, Raytown, MO**

August 2015 – Graduated May 2019

I was a member of the National Forensics League, an actor in Speech and Debate, and have placed in finals in Storytelling and Duo. I was an active member of the book club. I was enrolled for one year at Herndon Career Center's Law Enforcement and Police Science program.

### **Missouri Western State University, 4525 Downs Dr, St. Joe, MO, 64507**

August 2019 – present

My intended major is social work with a minor in childhood studies. I plan to graduate in May 2023. I am an active member of my university's social work club, Organization of Student Social Workers (OSSW). As part of the OSSW, I have attended the annual walk for the homeless where we provide winter clothing and blankets, along with its fundraiser, Change for Change. I volunteered at the Noyes home for children. From 2019–2020, I was the historian of OSSW. From 2020–2021, I was Vice President of OSSW. These titles involve volunteer work, leadership, communication, photography, and computer and social media skills. During 2021–2022, I serve as President for OSSW, by creating schedules, volunteer opportunities, and more.

## AWARDS

- Honor Roll 2017–2018 at Raytown High School
- Honor Roll 2018–2019 at Raytown High School
- 3rd place Storytelling, Forensics tournament
- Recipient of the Dean's Honor List at Missouri Western State University 2019–2020, Spring 2022
- Recipient of the Grace Memorial Scholarship Program 2021–2022
- Recipient of the President's Honor List at Missouri Western State University, Fall 2021

## VOLUNTEERING/ADDITIONAL INFORMATION

- With my former church youth group, we went to St. Louis in July 2017 and spent time helping with nursing shelters, homeless shelters, gardening, and cleaning.
- That church also had quarterly food and dental packaging events where we packaged and prepared dental products and food items for people throughout the state and other countries.
- With my work at Tru Insurance, we spent a Saturday cleaning out a clients' backyard by cutting down trees and clearing the yard.
- As part of Grace Calvary Church, I served at Valley Food Kitchen in St. Joseph, MO, many of the last Mondays of the month. I also actively volunteer in the kids ministry on Wednesday nights.
- In the fall 2021, I presented in a Human Rights Fair with information about human trafficking.