

Ashley Vernon
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Work Experience

Service Certified Banker

South Central Bank- Scottsville, KY
May 2023- Present

- Demonstrated outstanding customer service, resolved customer concerns and helped build customer loyalty.
- Pay attention to detail
- Performs deposits or withdrawals, and handle other types of transactions and account management tasks routinely.

Office Administrator

Sulphur Creek Farms - Scottsville, KY
April 2020 to Present

- Maintains office services by organizing office operations and procedures, preparing payroll, controlling correspondence, designing filing systems, reviewing and approving supply requisitions, and assigning and monitoring clerical functions
- Adequately manages phone lines, fax machine, copy machine and scanner.
- Use Microsoft programs to adequately record income, expenses, projected profits and costs.
- Ensures all projects are done in a timely manner.
- Plans and manages meetings and appointments.

Chiropractic Assistant/Receptionist

Spine Stop Chiropractic - Scottsville, KY
February 2022 to September 2022

- Adequately manage multi-phone line, fax machine, copy machine, and scanner to record patient records.
- Professionally and courteously confirmed appointments for patients.
- Assists in maintenance of medical charts and/or electronic medical records.
- Use Microsoft programs (Word, PowerPoint, and Excel) to ensure patients knows treatment plans.
- Teamed with other CA's and doctors to ensure patient is getting the most efficient care.

Assistant Manager

Houchens Food Group, Inc. - Bowling Green, KY
September 2017 to February 2022

- Monitored and makes appropriate adjustments to staffing levels and inventory levels.
- Administrative duties including maintaining accurate files, records, and all required documentation including payroll and scheduling.
- Recruited new staffing and maintained employee paperwork including I-9, W-2's and other employee forms.
- Projected gross profit
- Delegates and ensures store merchandising tasks are completed in a timely manner

Crew Member

McDonald's - Scottsville, KY

March 2016 to September 2017

- Ensured facilities were cleaned and sanitized.
 - Made cash and cashless transactions.
 - Ensured all customers were treated with respect and resolved disputes quickly and efficiently.
- Encouraged sales.

Education

Associate in Science (AS) in Business Administration

Southcentral Kentucky Community and Technical College - Bowling Green, KY

January 2019 to May 2022

Skills

- Event planning
- Budgeting
- Payroll
- Supervising experience
- Bookkeeping
- Schedule management
- Office management
- Clerical experience
- Administrative experience
- Office experience
- Organizational skills
- Filing
- Multi-line phone systems
- Phone etiquette
- Calendar management
- Communication skills
- Front desk
- Recruiting
- Team management
- Training & development

Certifications and Licenses

General Business Certification

May 2022 to Present

Human Resources Management

May 2022 to Present

Team Leadership

May 2022 to Present

Public Leadership

May 2022 to Present

Supervisory Management

May 2022 to Present