



# ASHLEY CRISWELL, NP

Administrative/Marketing Professional

## PROFILE

Passionate Administrative Professional with 8+ years performing various administrative duties and providing customer service excellence to a diverse clientele. Currently employed as the Marketing Coordinator / Administrative Assistant at Gale Associates, Inc., and seeking a new exciting, long-term career where developmental and professional opportunities are available.

## CONTACT

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(321) 274-5743

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LINKEDIN:  
<https://www.linkedin.com/in/ashley-criswell/>

## LICENSES & CERTIFICATIONS

- ❖ Certified FL Notary Public  
(Commission Expires May 1<sup>st</sup>, 2026)

## EDUCATION

**L.C. Harrison Center for the Visual and Performing Arts**, Lakeland FL  
High School Diploma, *Class of 2013*  
*National Honor's Society Member, 2011 – 2013*

**Seminole State College of Florida**, Sanford, FL  
Associate of Arts in General Studies, *Class of 2019*

## SKILLS

- ❖ Strong Attention to Detail
- ❖ Organization Skills
- ❖ Customer Service Excellence
- ❖ Scheduling and Planning
- ❖ Communication Skills
- ❖ Microsoft Office Proficiency
- ❖ Time Management Skills
- ❖ Excellent Proofreading Skills

## WORK EXPERIENCE

**Gale Associates, Inc. | Marketing Coordinator / Administrative Assistant**  
*June 2021 – Present*

- ❖ Assists with general administrative and marketing needs of the regional office. Responsible for reviewing, editing, and updating reports and correspondences for standards and grammar.
- ❖ Assists with preparation of qualification submissions and general business development.

**Ross Stores, Inc. | Assistant Store Manager**  
*February 2014 – June 2021*

- ❖ Hired, trained, and developed non-exempt Associates.
- ❖ Responsible for Associate scheduling and task assignment.
- ❖ Assisted with the management and continuous monitoring of actual expenditures to be within budget.

**Rev.com | Freelance Transcriptionist**  
*May 2017 – Present*

- ❖ Transcribed audio/video verbiage into typed documentation.

**Sam Ash Music | Sales Engineer**  
*Oct 2016 – Dec 2016*

- ❖ Assisted customers in-person and via telephone by providing guidance on purchases of instruments and related accessories.