

## ASHLEY McGEHEE

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### Purpose

I am a working professional with demonstrated experience in customer service and operations planning. I have excelled in fast-paced environments and, most recently, have been successful leading a team to accomplish company-wide initiatives, where I learned exceptional problem-solving skills. I respect all those who work with me and carry a positive attitude.

### Experience

**Brandito, LLC**, 2100 Tomlynn Street, Richmond, VA 23230

*Program Business Manager, October 2020 – Present*

- Created and built infrastructure to streamline fulfillment job processes
- Supervise a four person warehouse team to execute client fulfillment jobs
- Coordinate, manage, and execute anywhere from 6 to 20 fulfillment projects per week

*Sales Coordinator, May 2019 – October 2020*

- Managed over 60% of the entire company's sales orders
- Created purchase orders with vendors/suppliers in order to fulfill client orders
- Communicated with several stakeholders and provided customer service and order issue resolution to the client, sales rep, and vendor
- Received on average 20 to 30 orders per week
- Largest order - \$2.75 million

**Linda Proffitt Designs**, 300 Tarrytown Drive, Richmond, VA 23229

*Assistant Event Planner/Decorator, April 2006 – Present*

- Assist event planner in overall planning, design, and execution of event
- Find creative solutions to improve services and event experience for clients
- Coordinate and manage event staff requirements and responsibilities
- Organize extensive and particular details such as décor, catering, and entertainment

**Harman Claytor Corrigan & Wellman**, 4951 Lake Brook Drive, Suite 100 Glen Allen, VA 23060

*Legal Assistant, July 2017 – June 2018*

- Organized and maintained documents in a paper and electronic filing system
- Kept calendars and scheduling for attorneys
- Called clients, witnesses, attorneys, and outside vendors to schedule interviews, meetings, and depositions
- Maintained client confidence by keeping client/attorney information confidential

### Education

**J. Sargeant Reynolds Community College**, Richmond, VA

Careers Studies Certificate – Major in Pre-Nursing

August 2010 – August 2014

Dean's List – Fall 2013

**Mills E. Godwin High School**, Henrico, VA

High School Diploma

September 2005 – June 2009