

Ashley Jeffrey

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PROFESSIONAL SUMMARY

Dedicated worker committed to providing high-quality service by listening to customers and responding quickly to satisfy their needs. Strong interpersonal skills and understands best practices for dealing with difficult and challenging situations.

WORK HISTORY

Individual Clients. Various, FL

Pet Sitter | 07/2017 - Current

- Exercised animals regularly with walks and rigorous play activities.
- Kept animal coats clean and healthy with regular washing, grooming and trimming.
- Organized full-service care for regular customers, including picking up and dropping off animals and client locations.
- Skillfully helped treat animal skin, eyes and other parts with ointments and other medications.
- Cared for multiple special needs animals, from a deaf dog to a blind cat.

Individual Clients. Various, FL

House Sitter | 07/2017 - Current

- Answered telephone and doorbell, took messages and relayed information to owner.
- Occupied personal residences to maintain security of property and oversee necessary business and repair transactions during temporary absence of owner.
- Fed and walked pets, cleaning up after pets indoors and outdoors.
- Received and organized mail for clients out of town long term.

Lecanto Middle School. Lecanto, FL

Student Volunteer | 11/2017 - 05/2019

- Stage managed and choreographed multiple shows.
- Organized after school care for the middle school students.
- Fostered creativity and support for the middle students.
- Cared for special needs children.

SKILLS

- Emotional Support
- Team management
- Relationship development
- Problem resolution
- Customer satisfaction

EDUCATION

Lecanto High School

Lecanto, FL

05/2018

High School Diploma

- Graduated magna cum laude
- Awarded [International Baccalaureate Certificate](#)
- Elected Captain of LHS Golf
- [Member of Key Club](#)
- [Member of Tri-M \(Music Honors Society\)](#)

College of Central Florida

Ocala, FL

05/2020

Associate of Arts

- Member of the Honor's College
- Graduated magna cum laude

University of Central Florida

Orlando, FL

Expected in 2022

Bachelor of Science: Arts And Entertainment Management

- Member of The Rosen College of Hospitality