

# Ashlee Doris

I am a trained Administrative Assistant with certified skills in Microsoft Office Suite. As well I have years of customer service experience and training coordination.

## Skills Summary

Project Management  
Customer Relations  
Office Management  
Social Media  
Staff and User Training

## Work Experience

### Live Programming Team

Member

KEI. INC

Sept 2014– present

- Coordinate and present trainings for new team members.
- Planning and hosting an event with team that has over 13,000 attendees and meets fundraising goals for charity.

### Spa Concierge

Woodhouse Spa Bethesda

Nov 2019 – March 2020

- Managed multiple techs schedules and coordinated guest confirmations
- Planned and coordinated special occasion in spa events.
- Kept environment up to state cleanliness standards.

## Educational History

### Prince George's Community College

Administrative Assistant Certification

Jan 2020– May 2020

- Certification program included training in; Microsoft Excel, Microsoft Word, Microsoft PowerPoint, Microsoft Outlook as well as other office applications.

### Trinity Washington University

Bachelor of Arts

Dec 2009–

Mass Communication

- GPA: 3.26
- Minor in Women's Studies

## Contact me at:

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