



# Ashley Clarke

I am an enthusiastic and driven professional, with 8+ years of experience within the administrative, customer service and networking realm. I possess organizational and leadership abilities. I am seeking to utilize my array of knowledge and skills with a prominent organization within the art community.

## Contact

### Phone

267-546-7582

### Email

clarkea4020@gmail.com

### Location

Philadelphia, PA 19138

## Education

2013

**Bachelor of Arts - Major in Criminal Justice**

Temple University

2011

**Associate Degree in Psychology**  
Montgomery County Community College

## Skills & Expertise

- Production Management and Customer Relationship Management
- Exceptional communication, attention to detail, leadership, and networking skills
- Strong experience in high pressure event productions
- Seasoned Photographer and Storyteller

## Professional Experience

### 2016-Present

Small House | Philadelphia, PA

#### Production Assistant

- Conducts meetings to set expectations and provide managed time schedules with actors, staff, and volunteers
- Oversees front house production including load in and load out, box office sales, vendor management and audience control
- Trains volunteers to ensure the audience receives a positive Small House experience

### 2022- Present

Cenero | Malvern, PA

#### Service Administrator

- Promptly answers customer request for service appointments and coordinate available dates and time with clients, Cenero technicians, or other sub-contracted technical resources
- Create thorough and informative work orders for all sub contracted technicians with job specifics
- Manage forms and information provided from scheduled Preventative Maintenance
- Foster relationships with subcontractors to ensure a positive business process

### 2014 -2020

Abington Township | Abington, PA

#### Administrative Assistant

- Managed redaction process within filing system to maintain privacy and secure sensitive information
- Lead officer of Right-to-Know requests, and consulted with solicitors to fulfill requests according to legal standards.
- Researched and prepared confidential and sensitive documents for Department Manager
- Served as correspondent and monitored the social media activity, Township calendar, brochures and newsletters
- Presented community questions, comments, and complaints to department leadership to assess, identify, and translate specific township goals

### 2010 - 2013

Cardiology Consultant of Philadelphia | Lansdale, PA

#### Administrative Assistant

- Scheduled and coordinated meetings, appointments, and other arrangements for office physicians
- Executed administrative tasks which involved exposure to highly confidential information
- Revamped and reorganized internal patient database
- Handled key administrative responsibilities such as billing, scheduling, and patient assistance

## Pro Bono Experience

2018 - Current	2021	2014 - 2017
Ripe Creatives	The Eco Foundation	True Voices
Provides artist enhancement courses. Assisted in creating artistic experiences for the community.	Collected monetary donations & purchased + distributed free food to communities within the Philadelphia region	Performed spoken word to accumulate monetary donations. Utilized funds to purchase & distribute free food + necessities to communities within the Tri-State region.