

Ashley Willis

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EDUCATION:

The University of Alabama, Tuscaloosa, AL
Bachelor of Science - Consumer Affairs, May 2013

PRODUCTION WORK:

Cupcakes & Cashmere- Commercial, Bodega Productions

- Set Production Assistant

Pushin' Litter- SAG Short Film, The Malt Shop Studio

- Assistant Director

WORK EXPERIENCE:

Enterprise Holdings, Los Angeles, CA

Management Assistant – May 2015 – April 2016

- Primary focus on the development of new business and current relationships
- Apply experience and knowledge to understand cost control
- Handled scheduling and management of 120 people at largest location
- Defined, documented, organized and executed user scenarios for web-based management systems
- Enhanced communication skills to effectively communicate, influence, and interact with all types of customers, vendors, and co-workers
- Developed techniques for problem solving and conflict management, as well as general sales skills
- Performed in Top 40 on Sales Matrix for State

Nike, Beverly Hills, CA

Sales and Marketing – May 2014 – May 2015

- Daily sales and marketing activities, including inventory and visuals
- Testing of data migration from an in house designed system to SAP
- Selected to represent store at Nike University - Fall 2014

COMPUTER SKILLS:

- Microsoft Office Suite (Word, Excel, PowerPoint)
- Photoshop, Illustrator, InDesign
- Tools: Adobe Products (editing), Final Cut, MS Visio, MS Office Products, SharePoint

Mac and Windows