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| **Ashley Davis**  96 Sandbrook Headquarters Road  908-528-7430  http://missdavissportfolio.weebly.com |  |

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| Skills | * **Experience in using Microsoft Office – Mostly in Word, Excel, and PowerPoint** |
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| Education | Raritan Valley Community College  Graduated with Associate in Arts Degree in May 2012   * Dean’s List each Semester * Member of Phi Theta Kappa Honor Society * Graduated with Honors   **Kean University**  Currently Attending – Dean’s List |
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| Experience | Jumpstart Corps Member  School Year 2012 - 2013 Jumpstart is an Americorps program working toward helping children from low-income neighborhoods “develop the language and literacy skills they need to be successful in school”. To this end I work in a pre-school class helping children improve their alphabet knowledge and pneumonic awareness.  RiteAid Shift Supervisor  January 2012– Present  As a Shift Supervisor I was a part of the lower management team. I was responsible for opening and closing the store as well as daily operations. This included finalizing the day’s sales and readying the deposits. This also placed me in a position to deal with more complicated customer relations issues any cashiers may be unable to handle.  RiteAid Associate  April 2011– December 2011  I worked both as a cashier and on floor. I was responsible for putting out new merchandise and ensuring the shelves remained clean and organized. As a cashier I learned how to deal with many customer relations issues. |