Ashley N. Gamelin

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1297 E. 6TH Street, Unit B

Beaumont, CA 92223

Cell: 951-623-5913

Seeking a challenging position that will require me to utilize my experience and education with the

opportunity for professional growth within the company.

SKILLS

Microsoft Word, Microsoft Works, Microsoft Excel, PowerPoint, QuickBooks, Outlook,

Oracle, PeopleSoft, XCM, Fujitsu, Lotus Notes 123, Type 60 wpm, Contact Management,

10-key by touch

WORK EXPERIENCE

**Administrative Assistant** Beaumont, CA

Omni Engineering, Inc. June 2017 – Present

* Point of contact; Answer, transfer and handle incoming calls and emails appropriately.
* Maintain all office supplies; place orders when needed.
* Receive, code, and distribute daily mail.
* Create, maintain, and process all New Purchases orders.
* Receive, manage, and distribute company’s Invoicing.
* Schedule all shipments per customer PO
* Track incoming payments.
* Upkeep business license and certificates for the company
* Maintain and create multiple Excel spreadsheets.
* Process and handles the “End of the Month” for production and accounting.

**Payroll Clerk**  San Bernardino, Ca

Staffmark – San Bernardino County Fire Dept. August 2016 - Dec. 2016

* Clerical - Copy, Fax, Filing and Scanning
* Prep documents for OPF before sending to EMACS for scanning.
* Audit OPF scans
* Audit Payroll (Biweekly)
* Create TTO/TTW Reports per paid period.
* Change/Add employees in EMACS System
* Aide with City employee’s crossover to County-New employees
* Aide in creating new employee ID’s.
* Tracking and time stamping all incoming mail for Payroll, then distribute to the correct payroll specialist.
* Create different reports using EMACS as needed.
* Complete Job Action Request
* Time and date stamping for EMACS HR & Payroll
* Break down Payroll Register Report then scan, file and shred.

**Administrative Assistant** Palm Desert, Ca

Staffmark - Girl Scouts of San Gorgonio January 2016 - May 2016

* Nightly inventory of all products
* Prepared all placed orders.
* Record daily data of all outgoing products.
* Created and organized all cookie information / paperwork.
* Managed and maintained all checked out products and returns.
* Breaking down and rearranging pallets for better access
* Assisted with Girl Scout Store by replenishing inventory and repricing.
* Daily Data entry

**Service Specialist** Houston, TX

First Service Residential March 2014 - June 2014

* Handled and maintained residential and development properties for 9 different communities.
* Sent out welcome packets to new homeowners for each community.
* Requested contractors for property issues; receiving bids and issuing work needed.
* Communicated and followed up with residents and contractors to verify completion of work ordered.
* Tracked and documented all communication through Max Trac for each property.
* Generated, corrected, and mailed all violation letters or any other correspondence to residents.
* Kept each community website up to date.
* Maintained calendar for the communities’ clubhouse/lodge reservation, etc.
* Issued, activated, and deactivated access cards for the communities’ amenities.
* Researched and communicated the Laws of the Governing Docs to homeowners with issues so they would have a better understanding.
* Created announcements and reminders for Residents and sent them out through an eblast.
* Handled routine clerical duties.

**HR Administrative Assistant - Seasonal** Stafford, TX

United Parcel Service October 2013 - January 2014

* Assisted in peak season recruitment and hiring process.
* Audit all training packets for new employees each week.
* Compiled audit reports from other UPS locations via email to create one report using Excel.
* Making sure each report is in the correct format using Excel formulas.
* Sent out the audit reports to corporate weekly.
* Input and tracked new employee uniform information into a UPS system, Igate.
* Assisted HR manager with any other task/duties as needed.

**Administrative Assistant** Houston, TX

Mace Jacobs & Sheridan   March 2012 - May 2013

* Greeting clients and visitors
* Performed all clerical duties and data entry.
* Handled all mail outs – certified, priority and regular mail.
* Coordinated firm’s luncheons.
* Corresponded with clients and Secretary of State
* Assisted with major projects for the firm.
* Assembled all client data and handle accordingly.
* Updated and helped manage XCM.
* Kept track and maintained all office supplies.
* Managed and scanned all documents – firm going paperless.
* Prepared client data for Auto Flow
* Assisted in QuickBooks

**Administrative Assistant** Houston, TX

U.S. Renal Care         Jan. 2010 - December 2011

* Handled all Clerical duties for Dean of Nurses
* Copied and filed Supervisory report for DON.
* Print out and mail monthly Rx labels through Satellite for all patients.
* Call all doctors to schedule Monthly PCC
* Scheduled all Monthly Staff Assist and Acute Meetings for nurses.
* Coordinated lunches and dinners for meetings and in services.
* Responsible for taking minutes for Nurses meetings.
* Enrolled all new patients with USRC, Satellite, and Fresenius
* Ordered supplies monthly and as needed from Fresenius.
* Prepared nurse’s bags for new employees
* Assisted with Medical Records
* Kept up with nurses’ attendance.
* Mail out all patient's lab results weekly to each nurse.
* Assisted Administrator with special reports as needed.

Receptionist Houston, TX

Porta-Kamp International LP         May 2007 - October 2009

* Receive and Routing of all incoming calls.
* Greet and assist clients on a daily basis.
* Sort and disperse incoming/outgoing mail.
* Preparation of FedEx, Certified Mail, Daily
* Coordinate office and others supplies for Purchasing Dept.
* Payroll utilizing the ADP.
* Assist Accountant Department, Logging Invoices
* Assist HR manager with scheduling interviews.
* Assist HR with updating employee's files.
* Handle employee benefits (health, vision, dental and 401k) as well as W2’s
* Manage all Employees Vacation and PTO time.

EDUCATION

* Mt. San Jacinto Community College Hemet, CA
* University of Houston                   Houston, TX
* S.P. Waltrip High School             Houston, TX

SKILLS

Microsoft Word, Microsoft Works, Microsoft Excel, PowerPoint, QuickBooks, Outlook,

Oracle, PeopleSoft, XCM, Fujitsu, Lotus Notes 123, Type 60 wpm, Contact Management,

10-key by touch

**REFERENCES**

**Ieshia Smith**

Supervisor

First Service Residential

Houston, TX

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**Stacey Easily**

Office Administrator

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