Ashley Gallup

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Skills

* Data entry
* Ethical Process-Oriented
* Strong Communication
* Microsoft Excel - Excel Pivot Tables & Excel Formulas
* Customer Service
* Organization
* 10-Key Typing
* Meeting Scheduling and Notes
* Computer Hardware
* Reading Comprehension

Experience

Supply Chain Ops Coordinator | Northrop Grumman

Answered customer questions, provided excellent customer service, and built client relationships.

I managed a workload with multiple projects containing multiple tasks and meeting my goals and deadlines on time.

I worked with the company's customers and internal staff to promptly resolve issues with our orders.

Managed and created the weekly metric reports

Used pivot tables and Vlookup formulas to track the metrics data in Microsoft Excel accurately. Coordinated Microsoft Teams between the customer and company staff and coordinated internal meetings to resolve issues.

I responded to staff promptly to their inquiry on the status of a specific problem.

Sales Representative | CosmoProf

Managed accurate account of all store inventory

Handled all forms of transaction payments

Performed cleaning tasks to create a pleasant environment for patrons
Took the store deposit to the bank and would get change for the registers

Cashier | Aramark

Assisted Manager with corporate audits of store’s performance and inventory

Trusted to open and close the Employee Store at Northrop Grumman

Supported customer satisfaction by striving to improve the organization and appearance of the store

Professionally provided detailed product information to Northrop Grumman employees

Team player with a willingness to support other store locations

Sales Representative | Target

Demonstrated knowledge of store policies while supporting customer satisfaction

Recognized by management through performance awards

Trained new team members after exhibiting strong leadership skills

Assistant & Receptionist | Duc Duc Salon

Managed and organized Esthetician and Stylists appointment calendars

Effectively prioritized responsibilities to support both customer and salon manager demands

Demonstrated reliability by assisting management with errands, inventory, and payroll