

ASHLEY TURNER

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Availability: Jan 04, 2024

Job Type: Permanent

Work Schedule: Full-Time

PROFESSIONAL SUMMARY:

Results-driven professional with a proven record in ensuring regulatory compliance, executing ethical evaluations of merchant accounts, and implementing robust risk mitigation strategies. Proficient in streamlining inventory management, optimizing logistics, and leading high-performing teams to attain operational excellence. Demonstrates specialized expertise in legal support, encompassing dynamic research, precise document drafting, and meticulous case management. Accomplished U.S. Army veteran with a distinguished history in human intelligence collection, showcasing a commitment to excellence. Detail-oriented leader with exceptional organizational, managerial, and communication skills. Eager to apply diverse experiences in a federal government administrative role, contributing to the efficiency and success of USA Federal operations.

WORK EXPERIENCE:

Bankcard International Group

Vancouver, WA

Apr 2022-Present

Underwriter

Duties, Accomplishments and Related Skills:

Dedicated professional with a proven background in administrative functions and government operations. Specialized in overseeing various administrative tasks to ensure compliance with federal regulations and uphold ethical standards. Skilled in managing relationships with diverse stakeholders, emphasizing consistent and ethical evaluation of processes while adhering to strict governmental guidelines. Proficient in verifying identities, assessing financial stability, and enforcing legal compliance to guarantee the integrity of administrative operations.

- Determine and document loan conditions and communicated requirements and decisions.
- Ensure uniform and ethical assessment of administrative processes in compliance with federal regulations.
- Validate identities of entities, evaluated financial stability, and enforced legal adherence in administrative operations.
- Spearhead the implementation of impactful risk mitigation strategies by conducting comprehensive reviews of contracts and site surveys.
- Systematically monitor and analyzed administrative data to sustain compliance with established benchmarks.
- Skillfully manage sub-administrative programs, categorized entities, and conducted continuous risk assessments.
- Contribute significantly to the enhancement of robust risk management practices through proactive measures, aligning with federal guidelines.
- Expertise in monitoring and analyzing data to maintain compliance with established standards.

Columbia Sportswear Company

Portland, OR

Mar 2015-Jun 2018

Material Handler II/Team Lead

Duties, Accomplishments and Related Skills:

Proven administrative coordinator and team lead adept at overseeing various office functions, optimizing workflow, and leading a team of administrative personnel. Demonstrated expertise in managing administrative tasks, coordinating logistics, and ensuring adherence to federal guidelines. Proficient in utilizing office tools and systems to enhance operational efficiency and achieve organizational objectives. Possesses strong organizational and problem-solving skills to streamline processes and optimize administrative control.

- Orchestrated and actively engaged in e-commerce, shipping, and receiving operations, ensuring streamlined handling of shipments and inventory.
- Maintained meticulous records and generated insightful reports, offering guidance, training, and direction to assigned staff.
- Excelled in a dynamic, fast-paced environment, meeting physical demands, embracing mandatory overtime, and handling heavy lifting responsibilities.
- Exhibited exceptional problem-solving skills and adaptability, making noteworthy contributions to team success.
- Effectively led and mentored a team of warehouse personnel, providing guidance, training, and constructive performance feedback.
- Spearheaded process improvements, optimizing inventory control and enhancing operational efficiency.
- Collaborated seamlessly with cross-functional teams, swiftly resolving issues and ensuring the punctual delivery of materials.

Smith, Rose, Finley

San Angelo, TX

Sep 2012-Feb 2015

Legal Assistant

Duties, Accomplishments and Related Skills:

- Provided seamless administrative support to legal professionals, managing diverse tasks in Probate, Real Estate, and Family Law for two attorneys concurrently.
- Held the position of Notary Public of Texas during the tenure as a Legal Assistant, ensuring compliance with legal formalities.
- Proficiently drafted legal documents, handled courthouse filings, scheduled court hearings, and facilitated clear and effective communication with clients.
- Conducted thorough legal research, attended hearings, prepared comprehensive dossiers, and meticulously maintained client files.
- Demonstrated expertise in utilizing legal software, specifically LexisNexis and WordPerfect, contributing to efficient legal operations.
- Exhibited excellent organizational skills, attention to detail, and proficiency in legal terminology and court procedures.
- Focused on maintaining dedicated and reliable support to ensure the smooth operation of legal processes.

U.S. Army – Joint Base Lewis

McChord, WA

Jan 2008-Mar 2012

Human Intelligence Collector

Duties, Accomplishments and Related Skills:

- Served as a highly skilled and experienced U.S. Army Human Intelligence Collector for over four years.
- Integral role in planning and executing raids and intelligence operations in Iraq, collaborating with high-level Iraqi officials to gather critical information.
- Proficient in conducting interviews and advanced analytical assessments, extracting crucial intelligence to support military operations.
- Produced time-sensitive and accurate reports that played a pivotal role in thwarting terrorist attacks, showcasing expertise in data analysis.
- Recognized for outstanding performance, receiving prestigious commendations and awards for contributions to intelligence gathering and analysis.
- Honorable discharge recipient, demonstrating unwavering dedication to service and upholding legal and ethical standards.
- Committed to the highest standards of professionalism, integrity, and confidentiality in all operations and interactions.

EDUCATION:

American Military University

Charles Town, WV

2019

Bachelor of Science in Information Technology

KEY SKILLS:

Administrative Proficiency	Project Coordination	Conflict Resolution
Communication Skills	Crises Management	MS Office
Quality Assurance	Policy Development	Mail Handling
Documentation and reporting	Office Administration	Financial Leadership

CORE COMPETENCIES:

- Organizational Management: Efficiently coordinate and manage various administrative tasks, ensuring optimal workflow and resource utilization.
- Strategic Planning: Develop and execute strategic plans aligned with organizational goals and government priorities.
- Team Leadership: Lead and motivate diverse teams to achieve objectives, fostering a collaborative and high-performance work environment.
- Analytical Thinking: Strong analytical and problem-solving skills, with the ability to assess complex situations and develop effective solutions.
- Regulatory Compliance: In-depth knowledge of government regulations, ensuring all organizational activities align with legal requirements.
- Conflict Resolution: Skillful in resolving conflicts and addressing issues within teams, promoting a harmonious work environment.