Ashley B. Glasz

Water Valley, MS
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WORK EXPERIENCE

Mississippi Department of Environmental Quality   **Oxford, MS**
Administrative Support Assistant IV   *April 2019 – Present*
                                                                                              Full Time

- Receives and distributes incoming telephone calls and mail. Volume of calls can vary depending on things like weather, activity level of the scientists, or any other number of factors.
- Maintains department files, records, and inventory. It is essential to the smooth operation of the NRO (North Regional Office) that all files are records are properly maintained and organized, as well as a constant inventory of consumable supplies used in day-to-day functions of the office.
- Reviews the work of staff for quality and accuracy.
- Prepares and maintains financial documents, reports, and various forms related to office activities, including but not limited to travel vouchers, purchase requisitions, invoices, monthly vehicle documents, and employee activity logs.
- Input information into CTS (Complaint Tracking System) or research and collect requested information from various department programs or the internet as needed by coworkers or stakeholders calling the office.
- Book hotels and travel for scientists who are staying outside their normal work area.

St. Dominic Hospital Gift Shop   **Jackson, MS**
Shop Clerk   *Feb 2018 – October 2018*
                                                                                              Full Time
- Manage merchandising and presentations throughout the store
- Audit money, balance cash drawers, and prepare deposits
- Inventory stock and requisition new stock
- Resolve customer complaints regarding sales and service
- Deliver gifts to patients in the hospital

Landshark Pat McClure Realty (Formerly Coldwell Banker Pat McClure Realty)   **Oxford, MS**
Licensed Realtor/Administrative Assistant   *Sep 2016 – December 2020*
                                                                                        Full Time/Remote
- Licensed in the sale and purchase of real estate in Mississippi
- Look up property information and property owners utilizing parcel numbers
- Utilize property data to complete listings and provide accurate descriptions
- Review real estate documents for accuracy and completeness
- Prepare legal documents such as contracts, purchase agreements, closing statements, deeds, and leases
- Review files, records, and other documents to obtain information to respond to requests
- Maintain and record documents in appropriate filing systems
- Build and maintain the company website
- Enter listing data onto real estate database

PetSmart   **Oxford, MS**
Merchandising and Inventory Manager   *Oct 2007 – Apr 2017*
- Manage and direct employees in the daily operation of the store   *Part Time (20+hrs / week)*
- Manage merchandising and presentations throughout the store
- Audit money, balance cash drawers, and prepare deposits
- Inventory stock and requisition new stock
- Resolve customer complaints regarding sales and service
- Maintain price integrity
- Investigate missing or stolen merchandise

EDUCATION

BASE CAMP CODING ACADEMY GRADUATE INSTITUTE   **Water Valley, MS**
Computer Software Development   *Expected Graduation: August 2023*

Base Camp Coding Academy is a non-profit 501(c)(3) organization that allows under-advantaged individuals to enroll in a year-long program where the students work with real-world technologies. These technologies include the fundamentals of app-development, coding, project management, and the life leadership skills they will need to be successful in their career and competitive in this software development job market upon graduation. It is fast-paced and focused curriculum that covers Python, HTML, CSS, JavaScript, Django, Java, and Spring. In this program, I participated in a variety of leadership roles such as mentoring, managing, and procuring necessary materials for the organization.

UNIVERSITY OF MISSISSIPPI   **Oxford, MS**
Bachelor of Science in Criminal Justice   *August 2011*

ADDITIONAL CERTIFICATIONS AND SKILLS

- Administrative Services Certification Program and Executive Services Certification Program Graduate (2022)
- Introduction to User Experience Design Certificate from Georgia Institute of Technology (2023)
- Foundations of User Experience (UX) Design Certificate from Google (2023)
- Start the UX Design Process: Empathize, Define, and Ideate Certificate from Google (2023)
- Build Wireframes and Low-Fidelity Prototypes Certificate from Google (2023)
- Understanding of Python, HTML, CSS, Bootstrap, Django, JavaScript, Java, Spring
- Familiar with several computer programs including Microsoft Office, Adobe, Affinity, Visual Studio, IntelliJ
- Member of Documentation Team, Management Team, Procurement Team, and Mentoring and Tutoring Team while at BCCA.
- Extremely organized and proficient
- Converses easily with customers and clients
- Self-motivated and a quick learner
- Great attention to detail

Portfolio

https://aglasz.github.io/portfolio/