

# Ashley Morales

Executive Assistant

📞 561 412 5628    ✉️ hello@sageexecutiveassistants.com

As an aspiration to work for your company I look forward to being a dependable and courteous team member with excellent administrative, customer service and financial management abilities.

Trained in hospitality operation and regulations with a demonstrated history of fostering guest satisfaction.

Organized and flexible with years of proven performance.support.

## SKILLS:

- Service Prioritization
- Customer Service competent
- Fast learner
- Attention to detail
- Fast-paced under pressuring environment
- Responsible
- Time management
- Accuracy
- Bilingual- Spanish
- 45 WPM
- 10-Key calculator
- Texas Notary Public

## ACTIVITIES & INTERESTS:

- Cooking
- Travel
- Reading
- Learning
- School

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## PROFESSIONAL EXPERIENCE

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### Lat 29 Consulting

#### Executive Assistant & General Accountant

- Executive's "right- hand person," enabling advancement in company goals
- Manage scheduling, meetings, and emails
- Maintain various records and documents
- Coordinate travel arrangements and reservations
- Maintain confidentiality of highly sensitive information
- Various accounting tasks like sending international wires and running payroll

### GEI Plumbing Services

#### Office Manager/ Bookkeeper

- Managed company finances with online Quickbooks
- Accounts Receivable & Accounts Payable
- Dispatching technicians
- Interviewing and training new office employees and organizing their employee paperwork
- Reporting office progress
- Continuously improve systems and processes
- Commercial estimate proposal from blueprints and sample schedules

**Texas Ledger Corp**  
**Bookkeeper/ Office Administrator**

- Recording transactions and posting to various accounts
- Processing Payments
- Producing various financial statements
- Comprehensive knowledge of accounting and auditing principles, general ledger postings, invoicing, taxation issues, and regulatory compliance guidelines
- Expertise in developing and delivering monthly, quarterly, and annual profit and loss statements and balance sheets for management within strict deadlines
- Excelled within fast-paced environment, continually taking on increased levels of responsibility
- Consistently demonstrated talent for quickly learning new tasks and completing assignments ahead of schedule while maintain a high degree of accuracy
- Outmost professional communication with government offices
- Used Quickbooks simultaneously as the accounting software

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## **EDUCATION**

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**EL PASO COMMUNITY COLLEGE**  
Bachelor of Arts