

# ASHLEY BRZEZINSKI

## Summary of Qualifications

- **Administrative Assistant Experience-6 years.** Administration for Executive Director, Board of Directors, and a volunteer team of 20
- **Bachelor of Science in Business Management**
- **Computer Experience. 80 WPM.** Proficient in Microsoft Office-Word, Excel, and Powerpoint as well as Apple Softwares, Adobe Photoshop, Adobe Indesign, Adobe Illustrator. Ability to quickly learn other programs.
- **Accounting.** Deposits, Perpetration of Reports for Board of Directors, Invoices, Accounts Payable, Accounts Receivable and reconciling accounts
- **Communication.** Logistics Coordinator for large events working with in-house team, clients and potential clients
- **Presentation skills.** In individual and group presentations, spoke in groups ranging from 4-200 people. Gave informative and inspirational talks.

## Education

**Bachelor of Science in Business Management**, December 2008,  
Southeastern University, Lakeland, FL GPA: 3.8/4.0

Courses Related to Management: Leadership/Followership/Teamwork , Accounting I & II, Human Resource Management, Marketing, Production & Operations Management, International Business, Business Communication, Finances, Business Ethics, Management

## Experience

**Administrative Assistant**, Soundsgood, Lansing, MI

May 2011- September 2014

- Administration for the executive director, board of directors, and a team of 20
- Logistics Director-Organize, plan, and execute large events and program implementation
- Assist in managing and delegating tasks to 20 team members
- Accounting: deposits, reports, invoices, accounts payable, accounts receivable. Manage income and accounts for over 200 donors
- Perpetration of reports for board of directors
- Communicate with potential and current clients to implement programs, event riders and contracts, and travel arrangements
- Recruit volunteers for organization events and annual fundraiser
- Assist in design and print of all promotional material and merchandise
- Assist in the development, building, and launching of five websites

**Strategic Support Associate (SSA), Jackson National, Lansing, MI**

October 2011- Current

- Trained and proficient in processing skills assisting five departments- including Broker Management, Human Resources, New Business, and Policy owner services.
- Processed with a utilization of time at 98%
- Assisted in developing the Peer Leader program for associates newly hired to transition into the Jackson culture
- Peer Leader to New Hire Strategic Support Associates- 1 year. Ongoing support for new associates and current associates
- Assisted Human Resources with new hire testing, new hire paperwork, and filing

**Administrative Director, Mount Hope Church, Lansing, MI**

May 2010-May 2011

- Organize, plan, and implement three retreats a year for 218 students
- Manage day-to-day office operations
- Oversee adult interns, student interns, and 42 volunteer adult leaders
- Manage department accounting: Balance Petty Cash and Credit Card, Prepare and submit Check Requisitions and Purchase Authorizations
- Schedule and make travel arrangements for all special guests, events, and retreats
- Oversee two events a week for over 175 in attendance at each

**Administrative Assistant, Tech Assistant, Mount Hope Church, Lansing, MI,**

August 2008-May 2010

- Schedule sound technicians, graphics operators, and light operators for five events a week.
- Edit Audio and prepare for production
- Balance Petty Cash, Prepare and submit Check Requisitions
- Create and detail event schedule for five or more events a week
- Oversee and communicate directly with 150 volunteers
- Interview and organize new volunteers

**References**

<b>Jerome Vierling</b> , Executive Director of Soundsgood jerome@soundsgoodrecords.com	Lansing, MI <b>517.803.7657</b>
<b>Josh Wellborn</b> , Director of Youth of Mount Hope Church joshw@mounthopechurch.org	Lansing, MI <b>517.321.2780</b>
<b>Michael Bishop</b> , Labor Law Poster Service, Previous Employer mikeb.llps@comcast.net	Lansing, MI <b>517.775.4916</b>