

Kristi Ashby



Employment History

FD Pierce Co

Position: Service Manager

Dates of Employment: September 2009 to Present

Duties and Experience:

- Scheduling service calls for technicians
- Handling customers requests
- Providing quotes to customers
- Maintain inventory for technicians trucks
- Oversee technicians' paperwork and timesheets
- Maintain customer database
- General office duties

Office Assistant for Mary Kay Sales Directors

Position: Office Assistant

Dates of Employment: January 2004 to September 2009

Duties and Experience:

- Maintain customer database
- General office duties
- Create newsletters, flyers

Mary Kay Consultant

Position: Independent Consultant

Dates of Employment: March 1995 to Present

Duties and Experience:

- Develop customers
- Sell cosmetics
- Customer service
- Maintain inventory

Volunteer Positions

Over the years I have been or am involved in the following organizations

- Hayfield Montessori - Parent Association
- Coleridge Taylor Elementary - PTA

- dePaul School - Parent Association
- Habitat for Humanity - Family liaison
- St Alban's Episcopal Church- Vestry member: Clerk, Senior Warden
- Phoenix Hill Neighborhood Association - Board member: Secretary, President

Education

University of Louisville Bachelor of Science 1990