

Kristi Ashby



EXPERIENCE

American Printing House for the Blind- Major Gifts and Stewardship Specialist
March 2023 - Present

Tasks include:

- Maintaining donor database
- Recording and acknowledging all donations
- Creating donor reports for the board of directors
- Plan campaigns
- Grant writing
- Processing invoices for the department

American Printing House- Maintenance Operations Coordinator
September 2021- March 2023

Tasks include:

- Assigning tasks to maintenance department employees utilizing the work order management system
- Respond to maintenance and housekeeping requests from all departments in the building
- Prepare requisitions for orders and capital requests working with purchasing
- Coordinate with outside vendors to perform work in the building

FD Pierce Co, Louisville — Service Manager
September 2009- September 2021

Was hired to be an office assistant and moved into being the manager of the service department of a commercial HVAC/R company.

Tasks include:

- Responding to all customers phone calls, emails and requests for information
- Supervise and schedule 7 technicians

SKILLS

- Service minded
- Decision Making
- Public speaking
- Teamwork
- Computer Skills

Volunteer

Member of University of Louisville Arts & Sciences Alumni Dean's Council

Former Neighborhood Association President

Former member of various Louisville Metro committees

Former Secretary and Senior Warden of an Episcopal church

Various PTA positions

**Phoenix Hill Neighborhood Association, Louisville —
President**

January 2016-- December 2023

Involved with many aspects of the neighborhood association:

Organize and lead monthly board meeting

Lead spokesperson for neighborhood association for general
one on one communications with residents, oral and written
communication with government officials and requests from
news media

Organize, permit and insure major neighborhood fundraising
event

Preparation of Louisville Metro Neighborhood Development
grant application and associated financial records

Mary Kay Independent Beauty Consultant, Louisville

March 1996 - PRESENT

Develop customers through group and one on one sales
presentations, events, and referrals

Maintain customer records and inventory levels

EDUCATION

**University of Louisville, Louisville — *Bachelor of Science in
Political Science***

Involved in various activities and groups throughout college
career