Ashley Agnew

Remote freelancer

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Professional summary

I am writing in regards to the open position. I am immensely excited about the possibility of joining your company and contributing to your cutting-edge work.

I have many skills because I've been the one wanting to try a learn new things. My skills go anywhere from demolition construction to working front desk receptionist at a fire company. My people skills are great from what I've been told and I do everything I put my mind to. I have been working as a freelancer for the past two years. I have honed my linguistic skills and developed a keen eye for detail. I am confident that I can be a valuable asset to your team.

I believe that my skills and background make me uniquely suited for this role. I am excited to learn more and to contribute to your work.

Thank you for your consideration, and I look forward to hearing from you.

Sincerely.
Ashley Agnew

Authorized to work in the US for any employer

Work experience

Freelancer

Mount Storm, WV

May 2021 to Present

I'm a Jill of all trades! From electronic repairs, wood burnings, bookkeeping, to demolition construction!

Demolition Worker

Kinsinger Ent. | Mount Storm, WV

December 2019 to May 2021

Demolition, accounting, file work, bookkeeping, on hand construction, customer interaction, money handling.

Bookkeeper/Office Manager

Kinsinger Enterprise | Mount Storm, WV

March 2018 to January 2021

Log all recipients, log pay in and out, file, organize, log all contracts, manage the paid work receipts and make sure all money that goes out also matches the money that comes in and vise versa.

Front Desk Receptionist/Administrative Assistant

Avra Valley Fire District | Marana, AZ

March 2010 to September 2010

Filing, cash handling for burn permits, and computer mail organizing.

- front desk
- Greeted visitors, customers and guests warmly and genuinely
- Took payments
- Documented other data

Housekeeping
Tidy Gals cleaning | Huntsville, AL
White glove cleaning and organizing.

Education

High school or equivalent
Penn Foster High school
September 2011 to 2012

Skills

Cash Handling | General Ledger Accounting | Communication skills | Cash Flow Analysis | Editing | Phone Etiquette | Mail entry | Receptionist | Billing | Administrative Experience | Typing | Data Entry | Scheduling | Filing | Front Desk | Office Administration | Office Management | Microsoft Outlook | Account Reconciliation | Accounting | Journal Entries | Accounts Payable | Computer Skills

Languages

English - Fluent

Additional information

Please feel free to text, call, or email me for any questions you may have! I am also a very fast learner if need be.