

ASHLEY PEDIE

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SUMMARY

Well-qualified, motivated, and self-directed Administrative Assistant with excellent customer-service skills looking to advance my career within Dakota College at Bottineau. Student centered, conscientious, and reliable, with strong ability to communicate effectively.

SKILLS

- General Accounting Procedures
- Microsoft Word, Excel, Publisher and Quickbooks
- Financial records and processing
- Office Procedures
- Customer Service
- File/records management
- Computer proficient
- General Accounting procedures

EXPERIENCE

- 07/2011 to Current Nursing Administrative Assistant**
Allied Health Program Manager/Advisor
Dakota College at Bottineau - Bottineau, ND
- Represented Dakota College at Bottineau nursing and Allied Health programs by employing exceptional listening skills while advising students via email, phone or face to face.
 - Delivered an exceptional level of service to each student by listening to concerns and answering questions.
 - Collect and organize student information and data for office of the nursing program director.
 - Manage the workflow of busy nursing program, incorporating excellent multi-tasking abilities.
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- 07/2005 to 01/2006 Bookkeeper/Secretary**
Glinz Motor Sports, INC – Bottineau, ND
- Prepared correspondence, accounting and financial documents.
 - Assisted with sales in large motorsport equipment business by utilizing excellent customer service skills.
 - Management of onsite inventory.
- 04/2005 to Current Bookkeeper**
Oak Creek Service, LLC – Bottineau, ND
- Accounts Receivable and Payable.
 - General ledger, Bank reconciliations.
 - Tax filing and compilation of data for CPA.
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- 09/2002 to 06/2005 Assistant to Dean's Administrative Assistant**
MSU-Bottineau Dean's Office – Bottineau, ND

- Practiced phone etiquette, prepared correspondence and created graphs from student evaluations.
- Filed documents.
- Streamlined general office activities.
- Effectively controlled the release of confidential information for students.

EDUCATION AND TRAINING

2021	Bachelor of Science: CTE-Leadership/Management Valley City State University — Valley City, ND Expected graduation date December, 2021
2005	Associate of Science: Business Administration Minot State University-Bottineau — Bottineau, ND
2002	High School Diploma Bottineau High School — Bottineau, ND

REFERENCES

Keri Keith
Advertising and Marketing Instructor at DCB 105
Simrall Blvd. Bottineau, ND 58318 (701) 228-5624
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Erin Williams BSN, RN
Nursing Instructor at DCB
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Lindsey Seykora
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ACTIVITIES AND HONORS

Advising Excellence Award 2017