

AUDREY SHULL

319 3RD AVE
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Skills

- Scheduling
- Active listening skills
- Clear public speaking skills
- Detail-oriented
- Strategic planning Professional demeanor
- Problem-solving
- Recordkeeping and bookkeeping
- Data entry
- Organization and efficiency
- Quick to learn
- Good time management
- Effective listening
- Conflict resolution
- Cultural competency
- Logistics experience

Experience

June 2019 - June 2020

Department of the Navy, China Lake, CA — *Administrative Office Support*

- I was in charge of all ordering and receiving of supplies for over 800 employees. Monitored inventory on a daily basis. I specialized in the organization of supplies and frequently created systems to assist in making the workflow more efficient. I stocked and delivered supplies throughout 27 buildings. Daily trips to Base Shipping and Receiving where I developed a rapport with their personnel which helped me streamline our packages. I copied complex documents and did document destruction. I filed and analyzed records consisting of purchases and employee lists while practicing strict PII regulations. I escorted VIP visitors and followed all security procedures. Answered phone calls and emails in a professional manner. I also covered and filled in for the IPT Lead's Senior Office Manager on many occasions.

JUNE 2021 - PRESENT

ACCELERATED MED RESOURCE INC., RIDGECREST, CA - *ADMIN ASSISTANT*

- Organization and entry of computer data and scheduling.

Education

August 2019- June 2021

Cerro Coso Community College, Ridgecrest, CA

August 2021- May 2022

Antelope Valley College, Lancaster, CA- Business Administration Associates Degree

August 2022- April 2025

Point Park University, Pittsburgh, PA- Graphic and Interactive Design**Groups/Organizations**

- Rachels Link (4y)
- Sherman E. Burroughs' Varsity Volleyball (4y)
 - 1 year varsity captain
- Cerro Coso Community College Volleyball (2y)
 - 2 year captain
- Antelope Valley College Volleyball (1y)
- Point park University Volleyball (2 y)
- Graphic Design Club (2y)