

Ashlyn Spellman
925-878-1466
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HEIGHT 5'6"
HAIR Brown
EYES Brown
DOB : 4/17/2000
Language/s: English, Spanish, Italian, Gaelic

Training/Experience:

Red Cross Certified: CPR+First Aid

Employer 1: Cindy Sayegh-Attorney
(Caregiver/Assistant)

Part-time childcare employer/paperwork organization, 2017-2018.

Employer 2: Cal Shakes-Performing Arts Theatre Company
Jun-Aug 2018 (Assistant counselor/office help)

Picking out costumes for the performances, Organizing office files/computer and doing morning attendance and head counts.

Employer 3: Acalanes High School Mar-May 2018 (Student Events Sales)

Selling registered tickets to students, Checking student ID with scanner gun for prepaid pass and authenticating Season Holder Passes.

Employer 4: Hacienda de los Flores Foundation: May 2015-Dec 2019
(Event Coordinator/Event Promotion/Product Sales/Assistant):

Organized event files/bills

Took down inventory organized into according lists

Labeled shelves/organized products in stockroom by category

Taking notes during board meetings

Helped board president run events

Stock and sell merchandise

Worked the register for several events
Sold raffle tickets
Managed vendors and customer needs/questions
Helped vendors unpack and pack up
Assisted with Music and lights for events

Employer 5: Elizabeth Diestch-Independent Accounting Contractor, January to September 2022

(Personal Assistant)

Organizing filing cabinets files by date, place and reason.
Went over hundreds of receipts, organized alphabetically, by date and into client database.
Sorted and circled specific information relating to client, amount, place, etc.
Copied dates from mobile onto digital calendar for personal needs
Tutored youngest son in two classes in English and Science - Writing essays, going over assigned reading material, science labs, worksheets, powerpoint projects, etc.

Employer 6: Macy's-Clothing/Home/Beauty Retailer, November-Dec 2021

(Rotating Sales Associate): Running register for three separate departments, (Perfume, Men's and Customer Service desk), during the holidays where needed, with exceptional performance in efficiency, customer service and satisfaction.

Lifting and carting more than 30+ lbs of displays and/or merchandise
Worked with specific vendors and customer needs/questions
Helped vendors unpack and pack up

Employer 7: Bath and Body Works October 2019-February 2020 (Sales Associate)

Rotated between every job on the floor including wrapping and register, restocking product in every section, and cleanliness, sweeping, dusting and taking out/sorting recycling/waste.

Lifting and carting more than 30+ lbs of displays and/or merchandise.

Hired as seasonal help and kept on due to great work ethic, good customer service, and efficient register/product wrapping, emphasis in candles.

Employer 8: Victoria's Secret (Sales Associate)

Experienced in every part of the store such as setting up/maintaining dressing rooms, wrapping and register, restocking product in every section, and cleanliness, sweeping, dusting and taking out/sorting recycling/waste. Lifting and carting more than 30+ lbs of displays and/or merchandise. Emphasis on cleanliness around the store and picking up/properly replacing merchandise.

Education:

Graduated Acalanes High School (Top 15 High Schools in CA) in June 2018:

Video Projects - Holiday videos, Cat Week, Color Grade Project
Pulp Fiction Remake Scene and The Pink Scam.

The Los Angeles Film School (6363 Sunset Blvd, Los Angeles, CA 90028) in Sep 2022 with a current 3.8 GPA: Very proficient with

- Adobe Premiere
- Adobe Photoshop
- Adobe Illustrator
- Avid Media Composer
- Microsoft Powerpoint
- Microsoft Word
- Microsoft Spreadsheets
- Google Docs
- Google Forms
- Google Sheets
- Google Adwords
- Google Analytics
- Excel
- Instagram
- Snapchat
- Facebook

- X (Twitter)
- KPIs
- CPM

June - August 2022: Shelter Inc.(Non-Profit Homelessness Rehabilitation) - Video Marketing and Graphics Promotional Projects: Sean Farnham, ESPN analyst Supports Homelessness Support with 21,000 views, Post COVID help, Success Story: Meet Marcus, Broadway Project Homeless Housing, Fairfield Solano project and Keeping Families together in Mountain View, Miscommunication, The Noble Quest, Opposite Day, Dracula, Pulp Fiction and Frasier remake.

Thorough Cinematography knowledge related to a camera including assembly, disassembly, light, angles, contrast, pulling focus, shutter value, audio with microphones or boom , gain, frequency and tri pod/multi camera setup/support.