

Ashley Valle

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EXPERIENCE

St. John's University, Queens N.Y —Fiscal Analyst Student Worker

October 2023 - PRESENT

- Helps with international finance distributions for the university's international vendors.
- Uses Excel to keep track of previous international vendors.
- Creates wire and budget transfers for international vendors.
- Creates expense reports on concur
- Communicates daily with Paris and Rome campuses for partner schools and vendor updates

Camp Hillard, Scarsdale N.Y — Camp Counselor

JUNE 2022 - JUNE 2023

- Attended to children ages 3-5 leading them through an entire day of summer camp.
- Adhered to and followed a strict schedule with different activities for children.
- Created new and fun activities to keep campers engaged while maintaining a safe environment.
- Able to communicate with parents and co-workers when issues occur.
- Had to use quick thinking when resolving issues between the children themselves.
- Maintained a positive attitude and provided multiple sources of support for children.

Aleyda Travel, Bronx N.Y — Customer Service Representative

FEBRUARY 2021 - JULY 2021

- Greeted and attended to customers by directing them to the proper area to attend to their needs.
- Was able to communicate with customers in both English and Spanish.
- Answered phone with a positive attitude and attended to customers' needs.
- Used copy and fax machines when needed to adhere to the needs of the customer.

SKILLS

- Fluent in English and Spanish
- Google Docs, Google Slides, Google Sheets
- Microsoft Suite, Word, Excel, & PowerPoint
- Communication Skills
- Time Management
- Customer Service Skills
- Computer Skills
- Leadership Skills
- Problem Solving Skills
- Presentation Skills
- Experience with JavaScript
- Experience with Wireshark
- Experience with Cisco
- Experience with Concur

AWARDS

- 4.0 GPA
- National Society of Leadership and Success Member
- Scarangelo Scholarship
- AP Spanish
- AP English
- Honors Chemistry
- Honors Theology

LANGUAGES

English, Spanish

- Kept a clean and safe environment with proper house cleaning.

EDUCATION

St. John's University, Queens N.Y -Cyber Security Systems Major

AUGUST 2023 - PRESENT

Class of 2027

GPA 3.8

Cardinal Spellman High School, Bronx N.Y

SEPTEMBER 2019 - JUNE 2023

Class of 2023

GPA 4.0