

ASHLEI DANG

Professional Writer & Assistant

SUMMARY

Dynamic and versatile professional with a Bachelor's degree in English and a proven track record in writing, editing, and administrative roles. Skilled in producing high-quality written content across various genres and platforms. A proactive problem-solver with excellent written and verbal communication. Strong organizational skills and ability to manage multiple tasks efficiently. Demonstrated ability to work effectively both independently and collaboratively in fast-paced environments. Experienced in remote working environment.

EDUCATION

University of Phoenix (Online)

Bachelor's Degree in English

SKILLS

- Strong organizational and time-management skills
- Excellent interpersonal skills
- Exceptional written and verbal communication skills
- Ability to work independently and collaboratively
- Detail-oriented and able to handle multiple tasks simultaneously
- Proficiency in computer usage, including Microsoft Office

REFERENCES

Zoey Kuspa - (734)-307-5709

City Council President - Southgate

Editor @ GoBig Multi-Media

Jessie Thompson - (419)-276-8227

Property Manager - Serendipity Works

Matthew Clark - (850)-390-1551

Retired from the United States Coast Guard

PROFESSIONAL EXPERIENCE

Writer & Publisher's Assistant

Go Big Multi-Media | February 2024 - Present

- Research and write articles covering diverse topics for the local community
- Conduct interviews to gather information and quotes for article development.
- Collaborate with the editor to brainstorm article ideas, pitch concepts, and meet deadlines.
- Provide any additional media to include in publications
- Create and edit layout of ads before publishing
- Knowledge of CRM Program - Pre-1
- Make phone calls and send emails to clients

Wellness Coordinator

Kneaded Relief Massage & Spa | December 2023 - Present

- Greet clients and provide exceptional customer service, addressing inquiries, scheduling appointments, and managing client intake forms.
- Coordinate daily operations of the front desk, including managing phone calls, emails, and appointment bookings.
- Maintain accurate client records and appointment schedules using electronic booking systems.
- Assist in billing and payment processing

Assistant Manager/Shift Leader/Bartender

Woodbridge Pub | October 2023 - Present

- Supervise bar staff and coordinate daily operations to ensure smooth service in a fast-paced environment.
- Train new bartenders on drink preparation techniques, customer service standards, and safety protocols.
- Manage inventory levels and order supplies to maintain adequate stock
- Create and update cocktail menus, incorporating seasonal ingredients and customer preferences.
- Provide exceptional customer service, addressing guest concerns and ensuring a positive dining experience.
- Assist with staff scheduling
- End-of-day duties, including closing drawers, running reports, and reviewing employee shifts