

# ASHLEY VANDERHOOF

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## EDUCATION

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**Bachelor of Science in Commerce and Business Administration**, May 2019

The University of Alabama, Culverhouse College of Business, Tuscaloosa, AL

Major: General Business Specialization: Real Estate

## RELEVANT COURSE WORK

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**Business Communications** (Summer 2018), **Operations Management** (Summer 2018)

## International Experience

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**International Volunteer Headquarters**, Summer 2014-2015

Senya-Beraku, Ghana

Muizenberg, South Africa

Ubud, Bali

## PROJECT WORK

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**Business Communications (GBA 300)**, Summer 2018

*Team Leader*, The University of Alabama, Tuscaloosa, AL

- Supervised members and provided weekly updates to professor
- Researched economy, analyzed industry and competition, and developed marketing plan in a non-English speaking country
- Created a detailed proposal for CEO on recommendation to move or not to move the company global based on research

## RELEVANT WORK EXPERIENCE

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**Senior Leasing Agent**, October 2016 – August 2018

*Allied Realty & Development, Inc.*, Tuscaloosa, AL

- Prepared detailed leasing and marketing reports
- Presented in weekly meeting with brokers
- Responsible for training new hires

**Development and Communications Intern**, August 2015 – December 2015

*Spark*, Los Angeles, CA

- Provided support on strengthening the pipeline of corporate partners
- Created content for the organization's social media channels
- Primary project was organizing annual gala which fundraised over \$300k

**Assistant Manager**, June 2014 – December 2014

*Shaved Hawaiian Ice*, San Jose, CA

- Scheduled supply orders to ensure that inventory levels were maintained
- Reconciled registers on a daily basis for accounts receivables
- Trained over 11 new employees on company policies and procedures

## LEADERSHIP EXPERIENCE

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**Becky's Home Orphanage**, February 2014 – May 2014

*Lead Volunteer*, Senya-Beraku, Ghana

- Supervised over 13 volunteers in day to day care for 57 orphans
- Organized for all 57 children to receive Hepatitis screening and vaccinations

## HONORS & ACTIVITIES

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Top leasing agent at Allied Realty & Development, Inc. for two years

Executed a 42% higher sales turnover than the next closest employee

Individually brought in more than \$1 million in rental revenue

## VOLUNTEER SERVICE

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**Becky's Home Orphanage**, Ghana; **Surf Outreach**, South Africa; **Kindergarten Teacher**, Bali

## COMPUTER SKILLS

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Salesforce, Microsoft Office, Quickbooks