

Ashley Gartner
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Education:

2019 – 2022

Wake Forest University – Online

Winston-Salem, NC

Master of Art in Clinical Mental Health Counseling

2021 – 2022

Practicum/Internship: Catholic Charities Bloomington

Not-for-profit Counseling Agency – Bloomington, IN

- Attained a total of 700 hours with 290 direct hours
- Maintained a 4-10 person client load and created and co-led 2 successful closed children's groups focusing on friendship skills and overcoming pressure and stress
- Honed basic counseling skills of reflections, confrontation, and goal setting
- Utilized theory-specific skills based on client presentation, personality, and need
- Maintained detailed client records and submitted billing codes to office manager
- Completed multiple assessments both on my own and with a co-therapist
- Completed required and optional skills training, including a 2-day Play Therapy training
- Participated in weekly supervision group staffing and play therapy staffing
- Assisted with training Boys & Girls Club staff to understand trauma-focused care

2001 – 2006

Indiana University

Bloomington, IN

2017 – 2019

Richmond, IN

Bachelor of Science in Psychology

2006 – 2008

Sullivan University's National Center for Hospitality Studies

Louisville, KY

Degree – Associate of Science in Culinary Arts

2008

Internship: Limestone Restaurant

3-star Fine Dining Establishment - Louisville, KY

- Worked various stations within the kitchen including salads, desserts, omelet, and some hot line.

Employment:

05/21 – Present

Dr. Steven C. Junken, DDS, PC – Part-time Administrative Assistant

Nashville, IN – Supervisor: Melanie Mathis-McBride

- file and pull charts of upcoming patients
- scheduling patient appointments
- maintaining patient charts with appropriate paperwork
- maintaining patient confidentiality
- entering and tracking payments and accounts in Eaglesoft software
- assist with patient care, as needed

(Continued)

01/18 – 05/21

Rogers & Hollands Jewelers – Office Manager/Sales Associate

Bloomington, IN – Supervisor: Joshua Dixon

Ending Position

Office Manager Duties

- organize and track jewelry repairs
- complete all required paperwork efficiently and promptly
- enter and track sales in the point of sales software
- track accounts receivable, sales, merchandise, and store profit margins
- maintain store curb appeal and assist sales associates when necessary

Starting Position

Sales Associate Duties

- facilitate guests with picking out a special piece of jewelry
- explain the differences between gems and diamonds
- reach a monthly sales goal

12/09 – 08/17

Regency Apartments – Property Manager/Asst. Property Manager/Leasing Consultant

Bloomington, IN – Supervisor: Teresa Kelnhofer

Ending Position

Property Manager Duties

- worked under the direct supervision of the Regional Manager
- administer and maintain all phases of the apartment community operations with the assistance of the Maintenance Superintendent, including outside contractors, risk management, curb appeal, budget control and planning, and due diligence.
- leasing apartments
- collecting and depositing monies
- completing operational paperwork
- personnel functions
- monitoring market conditions
- marketing and advertising
- resident relations and resolving resident issues

Starting Position

Leasing Consultant Duties

- worked under the direction of the Property Manager and the Senior Leasing Consultant to learn the apartment business.
- leasing apartments
- preparing and signing paperwork
- resident relations including designing and publishing the monthly newsletter and other marketing flyers for community events
- filing
- collecting and depositing monies

07/09 – 12/09

Restaurant Tallent – Cold Line Chef

Bloomington, IN – Supervisor: David Tallent

- prep work and for and preparation of dishes for the salad line and dessert line
- trained others in the same duties
- ran the pass-through window where I inspected every plate before it went to guests

08/08 – 08/09

Le Gourmet Chef – Sales Associate/Key Holder

Edinburgh, IN – Supervisor: Dan McGill

Ending Position

Key Holder Duties

- closing the store for the night
- counting and depositing monies taken in throughout the day

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Starting Position

Sales Associate Duties

- worked the sales floor and assist guests
- restock and reset shelves
- receive and check all deliveries
- general organization of stockroom

09/08 – 05/09

Zeta Tau Alpha – *Weekend Chef*

Bloomington, IN – Supervisor: Dianne Pfenning

- Ran the kitchen to get brunch and dinners for approximately 100 girls ready and on the serving line on a tight time schedule.

Certifications/Trainings:

2018

Rogers & Hollands Training

Diamond Sales Associate

National Apartment Association Certifications

2014

Certified Apartment Manager

2017

Certified Apartment Portfolio Supervisor

2008

American Personal & Private Chef Association

Certified Personal Chef

References:

Joshua Dixon - Supervisor

Cell Phone: (812) 569-0694

Email: jdixon@rogent.com

Katrina Kinnard – Former Supervisor/ Coworker

Cell Phone: (720) 745-1904

Email: kkinnard6@gmail.com

Sara Farmer – Practicum/Internship Supervisor

Cell Phone: (812) 322-1226

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