

# Ashton Draper

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Ellenwood, GA, 30294

Well known and respected in the presences of my peers. Ability to execute the task and complex projects at hand when given. Goal oriented with strong leadership qualities, highly motivated to learn and be apart of something big. Able to work in unison with staff members, associates, and directors with eagerness to get the job done.

## Areas of Expertise

- ◆ Process Improvements
- ◆ Project Management
- ◆ Client Service
- ◆ MS Office
- ◆ Communications
- ◆ Team Collaboration
- ◆ Relationship Building
- ◆ Multitasking
- ◆ Time Management

## Professional Experience

### Amazon Associate | AMAZON, Union City, GA

08/2020 - Present

- Deliver leadership support in the absence of the Area Manager, focusing on driving robust compliance measures and achieving and sustaining operational efficiency.
- Assist with processing of returns, shipping of parts and recording inventory levels.
- Deal efficiently with potential issues and other calls for support, ensuring that all practices are followed.
- Prepare and analyze various reports pertaining to performance and record management.

### Student Assistant | Shorter University Athletic Department, Rome, GA

08/2018- 03/2020

Assist in the day-to-day operation of the Sports Information office and Game Day Operations efforts.

- Conducted all aspects of pre-game, in-game, and post-game coverage for assigned contests
- Promote Shorter athletics through social media, including Twitter, Facebook, and Instagram
- Interact with local and national media outlets
- Keep in-game statistics with Stat Crew scoring software and maintain historical records of assigned teams
- Produce game notes, previews and select publications
- Evening and weekend work is required

## Education

### Shorter University Rome, GA

*Major Criminal Justice, Minor in History – May 2020*

- **Extracurricular Activities:** Basketball 2016-2018
- National Honor Society 2020
- Deans List

## References

Kenneth Jackson-

Misty Tolle- Amazon- Union City, GA 404-895-1456