

Ashley G. Schuyler
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OBJECTIVE

A logical career progression with increasing supervisory and administrative responsibilities where proven leadership abilities, client relations and management support skills will be fully utilized.

SUMMARY OF QUALIFICATIONS

Offer proven administrative, organizational, project management, and client relations/customer service skills, supported by computer knowledge and experience. Have acquired the knowledge, skills, and experience necessary to support and organize daily, weekly, and monthly sales and leasing activities. Recognized for maturity, productivity, ability to handle pressure, and for flexibility in making an immediate contribution to a sales-based organizations efficiency and productivity.

Strengths include:

- Assessing workload, establishing priorities, and completing projects ahead of deadlines.
- Providing executive support and using multi-tasking capabilities to coordinate simultaneous projects.
- Interacting with all levels of professionals, providing quality representation of company products/services, and coordinating interdepartmental communication.
- Maintaining close attention to detail in all aspects of work.
- *Computer skills:* Microsoft Word, Excel, PowerPoint, ERA, Reynolds & Reynolds, Autotrader & Cobalt.

EXPERIENCE

LEXUS OF MEMPHIS, Memphis, TN 2004 - 2012

Sales Administrator (2006-2012) Utilize strong administrative, transaction management, organizational, and communication skills to support to all dealership sales and leasing activities. Coordinate documentation involved with new and used vehicle sales and inter-dealership communications for all buy/sell/lease transactions. Use professional communication and clerical skills as well as proficiency in computer operations to provide administrative support to sales representatives.

- Manage vehicle lease purchase and turn-in documentation and delivery; control supporting documentation on all current lease contracts.
- Monitor and maintain dealership website while coordinating online inventory photos.
- Provide upper management/executive support in all areas including key administrative support and project management services for various projects and assignments as they arise.

Vehicle Delivery Specialist (2/12-6/12) Utilize communication skills and professionalism while performing delivery duties on all new vehicles and provide ongoing technical user training on all vehicle electronic systems including Lexus Enform & Safety Connect.

Sales Consultant (2004-2006) Established a two year record of managing sales and finance functions for this multimillion dollar grossing automobile dealership. Used effective sales management and leadership skills to enhance marketing, advertising, community relations, and business retention.

- Set personal goals to complement management goals, and utilize proven drive, intelligence, and flexibility to interact with all levels of professionals.

Professional Training & Certifications: Master Certified Sales Consultant & Vehicle Delivery Specialist

HOUSTON'S RESTAURANT, Memphis, TN 1997 - 2004

Lead Server Served as the front-line employee for building and managing relations with and creating a quality, service-oriented experience for patrons; continually ranked as a Top Producer in terms of revenues generated on shift. Facilitated new employee orientation for new hires, employee training, and serve as a knowledge base for staff employees.

- Understand the techniques required of a server to be a top producer as well as how a team of top producing servers can drive the sales of a restaurant to record levels.

EDUCATION

UNIVERSITY OF MEMPHIS, Memphis, TN

B.A. Psychology 12/1998

Graduate work in Geography - 36 hours (*GPA: 3.25/4.0*)

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Ladies/Gentlemen:

My search for a challenging and rewarding position has led me to your organization. I have enclosed a copy of my resume for your review, and believe that you will find me a promising candidate for employment with your operation.

In addition to diversity in skills and experience, I offer genuine enthusiasm and dedication. I feel that with these qualities and abilities I can provide valuable support to your organization.

I would appreciate the opportunity to meet with you in person to discuss your needs and objectives, along with my proven abilities to fulfill them. I hope to hear from you soon. Thank you for your time and consideration.

Sincerely,

Ashley G. Schuyler