

# Ashleigh Marie Sanchez

ashleighmariesanchez.com  
[ashleighmariesanchez@gmail.com](mailto:ashleighmariesanchez@gmail.com)

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Communications professional with exceptional service standards, substantial administrative experience and graduate degree in English seeking a dynamic teaching position at a community-based organization that values entrepreneurial work habits, consistency, and process-oriented thinkers.

## Education

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Master of Arts in English, Mount Mary University	May 2015
Bachelor of Arts in English, University of Wisconsin-Milwaukee	May 2010
Associate of Arts & Science, University of Wisconsin-Washington County	May 2007

## Professional Experience

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Medical College of Wisconsin <i>Administrative Associate</i>	August 2015 – Present
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- Communications specialist for Office of Research: Design and schedule rotating electronic signage, compile and distribute local newsletter, and disseminate process-related communications
- Administrative support for department leadership including calendar management, presentation development, publication drafting and general correspondence
- Meeting and event coordination for department leaders including room reservations, technology and materials preparation, catering and logistics
- Support general office functions: answer phones, deliver mail, process documents

University of Wisconsin-Milwaukee <i>Communications Specialist</i>	February 2014 – August 2015
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- Research and identify student-related content critical to a One Stop Student Services website
- Consult with stakeholders and subject matter experts to solicit ideas for web site content; draft, and develop uniform content based on the feedback
- Author new content in student-centric language to deliver seamless, concise messaging
- Trial beta site with staff and student focus groups, conduct surveys, compile survey data to inform site design revision
- Partner with web development design team to achieve aesthetically appealing, user-friendly web presence with effective, consistent content and design concepts
- Consult with web development staff to facilitate the entry of devised content into the existing web template for the One Stop website
- Coordinate and participate in assessment of One Stop website post-launch
- Develop ongoing web and communications projects to increase presence of Registrar's Office
- Identify opportunities and initiate projects for improving targeted content at uwm.edu

Milwaukee Area Technical College <i>Educational Assistant</i>	September 2014 – June 2015
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- Assist course instructor as an Educational Aide during classroom and computer lab meetings
- Tutor students outside of class in one-on-one and group sessions
- Follow up with students who struggle with material, engagement, attendance, or students who exhibit behaviors which prohibit learning
- Contact missing or absent students and provide notes, lesson plans or homework assignments
- Communicate timely updates with course instructors, case managers and program coordinators
- Monitor grades and attendance and provide performance numbers to students
- Log daily student interactions and progress towards program goals

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MillerCoors; Milwaukee, Wisconsin  
*Talent Resource Coordinator*

January 2013 – March 2014

- Scheduled and coordinated corporate presence at Career Fairs, Information Sessions and On Campus Interviews for 41 MBA and undergraduate campus programs
- Initiated and organized company attendance at conferences, forums and consortiums
- Implemented and maintained Shared Outlook Calendar, Snapshot document and templates to ensure consistency and communication within the team
- Created company profiles and document process flow to eliminate repeat work for next season
- Wrote and designed brochures, literature and web pages
- Scheduled interviews with complex itineraries using an original comprehensive tracking document
- Engaged in paperless strategies and electronic records to maintain confidentiality and efficiency

*Client Services Administrator*

- Daily database management of 2500+ MillerCoors Contingent Worker Identities, rigorous maintenance and auditing of department spreadsheets and files
- Resolved discrepancies and troubleshoot user question, responded to email and phone inquiries
- Designed user-friendly web page for MillerCoors employees to explore Agile-1 services

Xanitos Inc., on site at Froedtert Hospital; Milwaukee, Wisconsin  
*Manager of Department Administration*

June 2010 – December 2012

- Reviewed applications, selected and co-interviewed candidates with Human Resources
- Restructured department schedule, balanced FTE count and staffing plan, administered master days-on-days-off schedule and area rotations
- Responsible for New Hire Orientation and on-boarding process: administered classroom style presentations and testing, facilitated on-the-job training, toured campus and introduced staff
- Taught individual computer sessions for payroll information, benefits enrollment, mandatory training sessions and various company applications and programs
- Prepared documents and organized meetings for visiting Xanitos Vice President, CEO and senior management team, scheduled dates, communicated agenda and recorded meeting minutes
- Provided administrative support to department director, including Outlook calendar management, mail and phone screening, composing memos, general correspondence and communication
- Created paperwork tracking systems and forms for supervisors and provided weekly status updates,
- Managed attendance (200+ employees and 12-15 managers), including PTO/FMLA/Sick time, scheduling and auditing time cards, created shared calendars and electronic tracking sheets

*Writing Projects & Freelance Work*

- Designer and host of [ashleighmariesanchez.com](http://ashleighmariesanchez.com), home to a live blog and writing samples
- Former columnist and features writer for ARCHES, the Mount Mary University student news magazine
- Commercial writing online for Amazon Mechanical Turk, a pay-per-hit marketplace
- Resume assistance, critique, consultation, and formatting service

*Skills & Achievements*

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- Exceptional usage of English language and grammar; writing, editing, proofing and formatting skills
- Technical proficiency with CMS such as WordPress, Wiki, Fusion and CommonSpot
- Expert level use Microsoft Office Suite: Word, Excel, Power Point, Outlook, SharePoint
- 10 years of administrative/clerical experience
- Member Sigma Tau Delta: National English Honor Society
- UW-Milwaukee: Outstanding New Classified Staff Member of the Year (2014)
- Milwaukee Press Club Excellence in Journalism: Best Editorial or Commentary, Collegiate (2014)