



ASHLEY HARTMANN

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PROFESSIONAL SUMMARY

Detail-oriented team player with strong organizational skills. Ability to handle multiple projects simultaneously with a high degree of accuracy. Organized and dependable candidate successful at managing multiple priorities with a positive attitude.

WORK EXPERIENCE

Administrative Assistant

Hope Haven Psychological Resource

March 2025- Present

- Foster a friendly and warm customer experience.
- Schedule and coordinate client appointments.
- Answer phone for appointment inquiries.
- Greeting visitors and providing customer service.
- Data entry and updating spreadsheets or databases.

Administrative Assistant

The BAM Companies

October 2023- March 2025

- Maintained accurate inventory records and administrative documentation.
- Ensured proper organization and filing of critical business records.
- Supported office efficiency through precise data entry and document management.

Front Desk Lead

Society of Beauty

August 2022-September 2023

- Maintained clean and organized front desk areas to uphold polished company image.
- Trained and supervised employees on office policies and procedures.
- Greeted visitors and customers upon arrival, offered assistance, answered questions to build rapport and retention.
- Oversaw fast-paced front desk operations and guests' needs at busy facility.
- Answered customer telephone calls promptly and appropriately handled needs.

EDUCATION

University of Arizona Global Campus

B.A. in Sociology

August 2015-December 2021