

# Ashley Neff

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## SKILLS

Mac OS., Microsoft Word, Excel, PowerPoint, QuickBooks, customer service, billing, and payroll. Strong writing, organizational and interpersonal skills. Internet savvy.

## EDUCATION

January 2011-  
Present

### **Pace University, Pleasantville, NY**

Pursuing Masters Degree in Media and Communication Arts

Expected Graduation: December 2012

September 2007 –  
December 2010

### **Mercy College, Dobbs Ferry, NY**

Bachelor of Science with Department Honors in Journalism

Writer/ blog and Entertainment Editor for Mercy Newspaper: The Impact

**Courses in:** Public Relations, Publicity Writing, News Reporting, Feature Writing, Film, Sports Psychology, Television Production, Magazine Editing and Publishing

Sept. 2006–May  
2007

### **St. Thomas Aquinas College, Sparkill, N Y**

## EXPERIENCE

January 2010-  
May 2010

### **Editorial Intern, Health Department, Family Circle Magazine, New York, NY**

Created slideshows for familycircle.com:

-*The 10 Best Walking Playlists*– rated 13/50 for most popular slideshows in May 2010.

-*The Top 100 songs playlist for the 2000's, 1990's, 1980's, and 1970's.*

-*Pasta sauce round-up slideshow*

Interviewed candidate and wrote column for How I Lost It on the Diet Success page in August 2010 issue.

Blogged for fcinnercircle.com, worked with social networking site: momster.com, handled giveaway promotions, organized the Circle of Excellence tester recipients, handled PR contacts for a dad and grad gift guide for June 2010, responded to reader requests for recipes.

January 2003-  
Present

### **Associate Assistant, Santella Business Solutions, Croton-on-Hudson, N.Y**

Screened phone calls, input corporate and personal tax information, copy, assemble and file tax returns. (2006 – present - “as needed” basis)

May 2007-January  
2008

### **Administrative Assistant, Academy of Dance Arts, Pleasantville, NY**

Answered multiple-line phone, handled customer relations, input current and new student applications, ordered costumes, handled billing and payroll. Created and handed out fliers, handled multiple mailings.

## Volunteer Experiences

### **Maria Fareri Children's Hospital: Westchester Medical Center, Valhalla, NY**

### **Bethel Nursing Home: Croton-On-Hudson, NY**

## AWARDS

Girl Scout Gold Award

Quill Award in Publicity Writing

Quill Award in Feature Writing

Girl Scout Honor Troop Award

Deans List: 2010 Academic Year

American Scholastic Press Association Award

## REFERENCES

Available upon request

