

Ashley Moore

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What Sets Me Apart

Sustaining a spinal cord injury at the age of seven, my gift as a writer is knowing firsthand how dynamic storytelling can be. Passionate storytellers like myself have the ability to use what they love to do for the advancement of multiple companies from all kinds of established publishers, magazines or books, to entertainment productions, films, games, television series, to marketing, advertising, and the vast amounts of written content online. Storylines are needed everywhere you go and as a young woman many people see as nothing more than a disability, the real woman with a bright mind standing behind the stigma finds skill in disappearing into other people's perspectives, listening, observing, and understanding each storyline I can come across. If you give me a chance, I can put this gift, passion, and skill to good use by contributing to your written publication, entertainment production, or plan to promote your company.

Skills

- Excel in Writing, Typing, Spelling, Grammar, & Proofreading of the English language
- Excellent creativity when storytelling through different mediums like screenplays, manuscripts, lyrics, and games
- Extensive Experience with several versions of Microsoft Office
- Excellent Interpersonal & Written Communication
- Positive Learning Process
- Computer Proficient
- Results-oriented
- Client-focused
- Proficiency in Data Entry & Document Design and Creation
- File/Records Maintenance & Organization

Education and Training

Full Sail University 2011

Bachelor of Science: Film

Winter Park, FL, United States

Nominated by peers to act as Script Consultant on two student media production projects, both commercials, and named Casting Director on two main short feature student projects, one of which made it to The Orlando Film Festival.

Full Sail University 2012

Master of Arts: Creative Writing

Winter Park, FL, United States

Thesis: 2-Hour, 120 page Feature Film Screenplay

Work Experience

AM Nursing Care, Inc. June 2009 to Current

General Manager

Miami, FL

- Facilitate working relationships with employees, patient, and company management.
- Requisition medical supplies and assisted, on occasion, in payroll, recordkeeping, and filing timesheets for employees.
- Schedule and confirm shift changes with and for nursing team.
- Develop and implement records management procedures.
- Answer inquiries concerning standardized policies, procedures, and regulations, creating documentation on each to assist in informing employees.
- Designed and created professional logo, memoranda, letters, and contact information copy, maintaining each document with electronic and paper files.

- Receive and screen volumes of internal and external communications, including email and mail.
- Supervise up to ten nursing staff members in daily tasks and performance each year.
- Verify documents and associated records to catch and resolve discrepancies.
- Created and implemented processes to manage tasks such as medical inventory, quality of medical care, and shift changes or shift coverage.
- Provide onsite training.
- Identify staff vacancies, followed by managing recruiting and screening processes for over fifty potential participants.
- Recruit and interview one to two applicants per year.
- Communicate clearly and listened attentively throughout the interview process to facilitate the exchange of information.
- Focused and observant of individuals' verbal and non-verbal communication cues such as tone, inflection, and body language.
- Assisted in hiring over thirty nursing staff members over the last ten years.

University of Miami, Miller School of Med.
Administrative, Fundraising, & Writing Consultant
 Miami, FL

October 2013 to June 2016

- Created autobiographical article in published company magazine.
- Involved in the creation of international assistive technology.
- Compiled contact information data of individuals all over America appropriate to promote the organization by finding stories published about each person on the Internet and inputting contact information of article researchers into spreadsheets with Microsoft Excel.
- Verified that contact information for contacting past sponsors, financial donors, and manufacturers of auction items in the computer system was up-to-date and accurate.
- Researched and input contact information for potential donors into spreadsheets before sending data to the company database.
- Assisted in seeking out materials for fundraising programs uploaded to social media and websites and were mailed to former donors.
- Verified and logged in deadlines for responding to daily inquiries.
- Adapted writing to editorial feedback.
- Wrote one advice column per month for two consistent years published on company newsletters, social media platforms, and website.
- Pitched and incorporated twenty story ideas within two years.
- Performed research into statistical and scientific content to verify details.
- Reviewed and edited documents to fix grammatical and spelling issues.
- Found and recruited volunteers with specialized skills needed to assist in the effectiveness of fundraising events.
- Presented well-researched fundraising strategies accentuating the mission, programs, and goals of The Miami Project to Cure Paralysis.
- Helped define mission and standards for volunteer staff by collaborating with special committees and organization leadership.
- Contributed to updating the organization's social media accounts and websites, ensuring that content was always exciting and fresh.
- Promoted raising money for the organization by maintaining a work environment focused on quality, communication, collaboration, integration, and teamwork.
- Monitored news of scientific research to keep up to date on all current events.
- Raised more than \$25,000 in donations both online and through networking.

References

Available upon request