

Ashley Donovan

Lake City, FL

Did not complete employment application. Was emailed on 1/8/2024

Does not meet minimum Senior Leve Management Experience.

Master's in Business Administration – no proof included

Ashley Donovan
701 SE Llewellyn Ave
Lake City, FL, 32025
954-821-8739
ashleydonova@gmail.com
January 7, 2024

To whom it may concern regarding Job Reference Number:
23-0044 City Manager

RE: Job Reference Number: 23-0044 City Manager

Throughout my career, I have impacted business outcomes through effective organization, prioritization, and execution of critical projects. My skills and qualifications match the city manager's requirements and will bring immediate value to working toward the city's goals.

Previously, I exercised a calculated and systematic approach to problem-solving in my previous employment roles. I am independently motivated, yet I appreciate team efforts and collaborate productively within groups. Additionally, I am knowledgeable in budgeting and schedule and timeline management with proficiency in process improvement.

My professional goals align with the mission and values, and this opportunity is inspiring. My collaboration, problem-solving, and leadership abilities will support and drive your continued organizational success.

Please take a moment to review my attached resume to demonstrate the scope of my career history and professional competencies. I appreciate your evaluation of my credentials and subsequent response.

Sincerely,

Ashley Donovan

*emailed 1/8/23
RSP*

Ashley Donovan |

701 SE Llewellyn Ave. Lake City, Florida 32025|

954-821-8739 | ashleydonova@gmail.com |

Integrating formal education and professional experience in customer service and active management into a solid foundation in business administration, being prepared to positively impact my employer through my demonstrated ability to get things done on time, correctly, and efficiently. Providing clear guidance and communication in a range of professional contexts.

WORK EXPERIENCE

PDM Constructors/Durapods — *Carpenter*

February 2023 to October 2023, Naples, Florida

Using software to make accurate measurements for control points and layout. Establishing control points and layout. Striking layout lines for panel sets and detail. Assisted crane rigger in flying in panels. Panel detail and setting with braces and materials used to ensure stability.

Jackson Memorial Hospital — *Construction Coordinator*

January 2022 to November 2022, Miami-Dade, Florida

As a facilities design and construction coordinator for significant projects as the owner's representative, aiding the vendor or contractor and keeping track of projections and budgets for financial commitments and representations of past financial performance.

Merrick Industrials — *Carpenter*

December 2018 to January 2022, Parkland, Florida

Assisted assigned and site-based staff in correctly utilizing specialized tools, materials, and equipment during the training process by helping perform preventive maintenance to keep the equipment in a good state for running, increasing job productivity.

24/7 Logistic Services — *Customer Service - Manager*

April 2018 to December 2019, Hollywood, Florida

Scheduled, trained, and managed employees daily. I greeted and helped customers with booking reservations and answering additional questions in person and over the phone. I have assisted in itinerary organization and reorganization based on the date, weather, clients, and the location of attractions.

EDUCATION

- Broward College — *Associate in Arts*
August 2016 to September 2018
 - Broward College — *Business Specialist*
May 2019 to December 2020
 - Broward College — *Accounting Technology*
August 2020 to December 2020
 - The National Society of Leadership and Success — *Leadership Honor Society*
 - Broward College — *Bachelor of Applied Science, Supervision and Management*
January 2019 to December 2020
 - Nova Southeastern University — *Master of Business Administration*
 - GPA 3.62August 2022 to July 2023
- (References available upon request)