**ASHLEY PAGE**

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 Omaha,NE 68154

 (402)203-7386

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**OBJECTIVE:**

My objective is to obtain a position at your establishment as well as apply my knowledge to provide the best care for everyone and all information. I also am desiring to showcase my communication skills amongst my peers through vocalizing any new ideas as well as listening to my peers.

**EDUCATION:**

* Benson High School Omaha, NE

 **Diploma**

(August 2006-May 2010)

* Metropolitan Community College Omaha, NE

 **Associates in Applied Science in Early Childhood Education**

 (August 2020-Completed November 2021)

* UNK Kearney, NE

 **Bachelors in Applied Science in Early Childhood Education**

 (December 2021-Present)

**AREAS OF EXPERTISE:**

**Student family relations and planning**

* Planning Curriculum and working with parents
* Keeping documentation of children’s behavior and discussing it with parents.
* Cleaning and organizing room for next day activities.
* Communication while speaking with customers
* Active Listening
* Organization
* Adherance

**EMPLOYMENT:**

Kids Can Community Center Omaha, NE

**Youth Counselor**  (May 2018-August 2018)

* Followed lesson plans and activities.
* Was responsible for making sure all children were accounted for
* CPR license

St.Luke Childcare Center Omaha, NE

**Preschool Teacher** (October 2019-Seasonal)

* Created weekly curriculum lesson plan
* Was responsible for daily check in log
* Responsible for speaking with parents and providing them with information on children's day.
* Making sure that children are safe at all times.

Fiserv Omaha, NE

**FDR Customer Service Rep** (February 2020-October 2020)

* Accepts multiple incoming calls and maintains professional in communicating with merchants
* Handles credit card accounts, and helps with issues regarding errors, equipment ordering, and statement review.
* Assists in cancelling accounts.
* Focuses on time management by making adherence daily.

**Certifications/Accomplishments**

* CPR Licensing (October 2019)
* 2019 Falls Dean's List

Mutual Of Omaha

**Claims Analyst** (May 2021-Present)

* Accepts multiple calls and documents claims
* Handles billing, credit card payments, changing of payment dates, and reading payment status letters
* Terminations of Policies and refunds
* Focuses on moving quickly and responsively through the calls
* Processes beneficiary changes