

**Application Form**

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**Profile**

Ashlynn

First Name

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Middle Initial

Ely

Last Name

Email AddressHome AddressSuite or AptCityStatePostal CodePrimary Phone

Home:

Alternate Phone

**What district do you live in? \***☒ District 3

Question applies to Washoe County Board of Adjustment, Washoe County Planning Commission

**Do you live in unincorporated Washoe County?**☒ Yes ☐ No**How long have you lived in Washoe County?**

4 years

**How long have you lived in your district?**

4 years

Question applies to multiple boards

**Are you registered to vote in Washoe County?**☒ Yes ☐ NoEmployerJob Title

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**Which Boards would you like to apply for?**

Washoe County Board of Adjustment: Submitted

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**Interests & Experiences**

Please tell us about yourself and why you want to serve.

**Why are you interested in serving on this board or commission?**

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It would be a step towards a solid career.

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Upload a Resume

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## **Nepotism**

**Are you related to anyone employed by Washoe County by blood or marriage?**

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☐ Yes ☒ No

**If yes, please list the names and relationship of all persons you are related to.**

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# ASHLYNN ELY



Willing to relocate: Anywhere

Authorized to work in the US for any employer

## WORK EXPERIENCE

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### General Manager

**Jersey Mike's Subs** - Reno, NV

April 2019 to November 2019

Supervised and directed a team of 13, including 4 shift leaders to ensure smooth flow of store operations. Ensured all customers had a great dining experience by identifying their needs, providing excellent customer service, preparing orders, and effectively dealing with suggestions and complaints. Maximized profits through effective cost control, staff scheduling, inventory management, and ordering.

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### Warehouse Worker

**Reno Staffing** - Reno, NV

June 2018 to March 2019

Ability to assess organizational needs and implement administrative procedures. Trainee to operate forklifts to transport a variety of manufacturing materials. Maintained and updated warehouse task documentations and records for submission to supervisors.

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### Assistant Manager

**Payless Shoes Source**

January 2017 to May 2018

Restocked and showcased all new products monthly. Organized weekly schedules and trained new employees. Handled upset customers respectfully and efficiently.

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### Warehouse Worker

**Integrity Staffing**

November 2016 to January 2017

Manually inspected merchandise as compared to manufacturing codes. Assisted the company in completing all orders one week before deadline.

Trained new recruits myself making sure they knew the ins and outs of this position, and ended up becoming the "go-to-guy" for the entire position.

## EDUCATION

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### High school or equivalent

Northern Nevada Literacy Council - Reno, NV

## SKILLS

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- Excellent people and customer service techniques. Proficient computer knowledge. Inconsiderable attention to details. Superior with critical thinking and problem-solving techniques. Very organized and able to accept criticism well.
- Inventory Management (2 years)
- Scheduling (2 years)
- Training & Development (2 years)
- Payroll Management (2 years)
- Microsoft Word (4 years)
- Operations Management (2 years)
- Inventory
- Operations
- Payroll
- Team Building
- Word
- retail sales
- training

## ASSESSMENTS

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### Outside Sales — Proficient

January 2020

Actively listening and responding appropriately; performing common sales calculations.

Full results:

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### Customer Focus & Orientation — Highly Proficient

January 2020

Responding to customer situations with sensitivity.

Full results:

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### Supervisory Skills: Directing Others — Proficient

April 2019

Measures a candidate's ability to motivate the performance of others through feedback to identify improvements or corrective actions.

Full results:

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### **Conscientiousness — Highly Proficient**

January 2020

Tendency to be well-organized, rule-abiding, and hard-working. Full results:

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Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.