

**Ashlie Chacon**  
Graphic Designer

phone  
912.123.4567

email  
ashlie.d.chacon@gmail.com

instagram  
ashlie.d.chacon

web  
www.ashliechacon.com

## WORK EXPERIENCE

### **June 2018 – Present | Advocates for Seniors | Canyon Lake, CA** *Administrator*

Manages administrative database of over 900 senior care facilities, hospice care agencies, and in-home care support staff listings to assist senior care referral representatives. Assists with prompt referrals to appropriate state agencies and veterans' programs to facilitate financial assistance for applicable clients. Maintains client admission and discharge medical records to build referral care profiles. Creates marketing material to build awareness throughout referral base and elderly care communities, including website design, infographics business cards, and customized rack cards.

### **October 2015 – March 2018 | Headquarters Air Force | Pentagon, Washington D.C.**

#### *Executive Assistant to the Secretary of the Air Force*

Managed and directed all correspondences for the Secretary of the Air Force; completed over 3,000 tasks affecting 660,000 personnel. Performed highly sensitive special projects and facilitated over 100 engagements with Congress, the Secretary of Defense, Joint Staff, White House Military Office, and others. Advised the Secretary of the Air Force on strategic change; streamlined business processes to reduce response time to Congressional inquiries by 50%. Facilitated civilian hiring actions and managed waiver processing to fill world-wide Air Force vacancies.

### **June 2013 – October 2015 | Headquarters United States Southern Command | Miami, FL**

#### *Executive Assistant to the Command Senior Enlisted Leader*

Managed daily operations for the Command Senior Enlisted Leader and information workflow between senior United States government officials in support of 25,000 personnel located throughout 31 countries. Directed and processed all information technology requirements for the Director's personal staff and 60-member Command Group. Managed all hiring actions and developed staffing procedures for Department of Defense nominations for new Director position at Joint Task Force-Guantanamo Bay, Cuba. Established on-site supervisory course for professional development of personnel, saving \$25,000 in related travel expenditures.

### **June 2012 – June 2013 | Policy and Plans Directorate | Headquarters United States Southern Command, Miami, FL**

#### *Administrative Manager*

Managed all administrative services for the Director and 55 employees; executed more than 700 tasks for Evaluations, Strategic Defense Policy, Contingency Planning & Budgeting. Led four divisions as Government Travel and Purchases Manager executing a \$2.5 million budget; audited individual accounts to verify accuracy and ensure compliance. Conducted manning surveys and assessments to update job requirements for all positions, identify staff vacancies and created databases to report key statistics relating to turnover.

## SUMMARY

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Recent University of Maryland Global Campus graduate; BA in Graphic Communications, minor in Digital Media and Web Technology. Dynamic and resourceful leader with 20 years of service in the United States Air Force with experiences at the corporate, regional, and base level. Possess a wide range of expertise in knowledge management, communications, and information technology.

## EDUCATION

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December 2020, University of Maryland Global Campus – Adelphi, MD, Bachelor of Arts in Graphic Communication, Minor in Digital Media and Web Technology

June 2012, Community College of the Air Force – Air University, Maxwell Air Force Base, AL, Associate in Applied Science, Information Resources Management

## SKILLS

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After Effects  
Animate  
Illustrator  
InDesign  
Photoshop  
Word