

ASHLEY DAVENPORT

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PROFESSIONAL ACCOMPLISHMENTS

Over 10yrs. experience composing visual design solutions from conceptualization to delivery; creative direction and project development.
Over 10yrs. of leadership, management, system operations administration (5yrs served United States Army & CA National Guard combined)
continuous improvement in achieving departmental KPI, heightening employee knowledge retention and safety performance by 30%.

EDUCATION

Bachelor of Fine Arts (BFA) in Graphic Design, Academy of Art University, San Francisco, CA – (In Progress; 60% completed)
Associate of Arts (AA) in Business Administration, Southern New Hampshire University (EGD – June 2023)

EXPERIENCE

International Program Specialist | USDA FAS Global Programs

December 2021 – November 2022 (Washington, D.C.) 40 hrs./week

- Intra – inter agency budget coordination and tracking of program funds and salary allocations.
- Lead of division financial reporting; data mining, forensic accounting, and programmatic support of status of funds
- Streamlined division travel program data and administrative processes to improve online file sharing workflow and accessibility.
- Redesigned data visualizations for division wide annual financial reporting; composed new guide/visual aids for division travel program.

Travel Program Coordinator | Robert Half International

March 2019 – April 2020 (San Ramon, CA) 40 hrs./week

- Defined timelines and generated routine reporting of travel spending.
- Analyzed travel program data and streamlined administrative processes to improve workflow.
- Ensured employee travel policy compliance and instituted out of policy resolution and mitigation.
- Reviewed and authorized vendor invoices, check reimbursements; processed direct bill applications and corporate housing requests.
- Cycled and assembled data; composed reporting metrics to compare quantitative/qualitative data.
- Monitored, reviewed, and disputed travel program records, business travel accounts and CC expenses.
- Established vendor negotiations, process RFPs and business reviews, reconciled airfare costs for travel meeting budgets.
- Pioneered design solutions for travel site maintenance and revamps (HTML)
- Issued timely communication updates of travel alerts and company/agency rollouts.

Manufacturing Training Facilitator, Instructional Designer | Technical Training Coach | Tesla Inc.

June 2015 - June 2018 (Fremont, CA) 40-50 hrs./week

- Coached production line supervisors to enhance delivery of training content while measuring future needs against training roadmap for newly onboarded associates over a 30-60-90-day period; set requirements for Associate and process versatility.
- Coordinated logistics and executed project management of training events including but not limited to; enrollment process, securing of equipment, booking trainers and facilities, as well as arrangement and staging of training space.
- Trained management on methods for articulating company vision, composing actionable plans that resonated with subordinate teams.
- Cross-referenced, evaluated, and annotated training matrices against LMS databases and instructional program applications.
- Composed written compositions and designed digital process resources for learning material utilized for manufacturing processes; worked alongside pilot teams, technicians, and SMEs to develop solutions for curriculum-based exercises that align w/company culture
- SME in training initiatives, liaison, and technical advisor of manufacturing processes, between associates, upper management and training department
- Lead instructor in facilitation of manufacturing principles for 150+ newly on-boarded associates on a weekly basis
- Partnered with HR personnel to enforce company regulations, safeguarding of proprietary information, safety compliance and employment policies
- Served as a corporate training brand ambassador of lean methodology, manufacturing principals, safety guidelines and technical training of tooling, manufacturing software and equipment; allied with HRBPs to align content with federal and state requirements, organizational needs, and company culture.
- Ensured completion of new hire compliance training requirements for onboarding

Food Safety & Nutrition - Supply and Maintenance | United States Army

January 2008 - May 2013 (Dongducheon, South Korea | Fort Bragg, NC) 40-60 hrs./week

- Enhanced operational planning and provided leadership, mentoring, coaching, management, and direction for military skilled personnel.
- Managed inventory, operational support of dining facility, order fulfillment, transportation and distribution, equipment management, budget development and procurement
- Responsible for composing partnered instructional curriculum with ROK IMS to bolster training relations.
- Established work breakdown structures, timelines and forecast of needed resources, supervised overall completion of MOS related projects.
- Streamlined and improved productivity through effective system administration, reporting, prioritization, and customer communication
- Aided in the development of physical fitness and nutritional habits; innovated teaching techniques and conducted professional development seminars; possessing exceptional public speaking skills and interpersonal diplomacy.
- Directly supervised and trained employees on preparation, cooking, expediting, and serving of food in accordance w/dining procedures while ensuring food safety and compliance of general workplace standards.

TECHNICAL ACUMEN

Mac and PC savvy • ANSI Certified • Microsoft Office 365 • Keynote • DOMO • Adobe InDesign • Illustrator • Photoshop • After Effects • Smartsheet • HTML • Bridge LMS • Kronos Automated Payroll Software • Global Versatility Workforce Software • Digital Marketing