

ASHLEY GREEN

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EDUCATION

CLARKSON UNIVERSITY

Bachelor of Science in Psychology

- Dean's List, 2021-2022

Potsdam, NY

May 2022

RELEVANT EXPERIENCE

RECORDTRAK

Record Coordinator

Remote

February 2020 - Present

- Collaborate with over 20+ law firms, insurance companies, and corporate clients to provide support in trial preparation for complex civil and asbestos litigation matters
- Draft and issue legal documents and correspondence, including subpoenas and authorizations (20-50) daily in accordance with industry and regulatory developments
- Conduct independent research in relation to different cases in order to develop expertise in applicable areas of the laws for asbestos and other civil matters
- Coordinated and acted as a liaison between clients, management, and upper leadership

VEEVA SYSTEMS

Data Analyst Intern

Fort Washington, PA

May 2019 – August 2019

- Contracted for a project to research, validate, and approve health care providers and organizations
 - Completed research and analysis on best search engine optimization tactics to increase client ranking factors
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WORK EXPERIENCE

TIVITY HEALTH

Customer Service Representative

Fort Washington, PA

December 2019- January 2020

- Mediated and helped find solutions for clients by provided accurate and satisfactory answers to their queries and concerns

REGAL CINEMAS

Box and Concession Cashier

Conshohocken, PA

July 2017- July 2019

- Achieved employee of the month and was promoted to team lead after six months of employment as a result of showing excellent leadership skills and positive attitude
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SKILLS & INTERESTS

Hard Skills: Legal Analysis & Research, Litigation Support, Client Services

Technical Skills: SQL, Google Workspace, Microsoft Office (Word, Excel, PowerPoint), Zoom, Adobe Creative

Soft Skills: Problem-Solver, Analytical Skills, Cross-Functional Collaboration