

# ASHLEY LARSEN

28881 Via Leona - San Juan Capistrano, CA 92675  
ashleyjanelarsen@gmail.com - (949) 393-2000

## SUMMARY

Professional and personable Office and Human Resources Administrator with years of experience in Skilled Nursing and other administrative, marketing and transactional expertise.

## PROFESSIONAL EXPERIENCE

COMPASS, INC – Laguna Beach, CA December 2019 – December 2022

### **Licensed Real Estate Agent – DRE #02079036**

- Worked as both Selling and Buyers Agent for Orange County Real Estate company
- Reviewed and executed confidential documents, contracts and disclosures
- Participated in Open Houses in the local market to sell properties
- Educated buyers and sellers with all aspects of the housing market

FIVE OAKS HEALTHCARE – San Juan Capistrano, CA February 2020 – October 2021

### **Director of Human Resources**

- Oversaw Health, Dental and Vision benefits for 400+ employees at five skilled nursing facilities in Washington and Oregon
- Verified and submitted quarterly Payroll Based Journaling Reports for all facilities
- Acted as point of contact for Payroll Coordinators and Business Office Managers at all facilities
- Handled all Human Resource related situations, including Workers Comp, new hire paperwork, and 401k management
- Worked closely with the company Controller in completing bi-monthly payroll

THE STAUBACH COMPANY – Irvine, CA June 2004 – December 2005

### **Front Office Administrator**

- Performed all duties of lead Office Administrator including running phones, making appointments, and greeting guests
- Assisted in weekly Accounts Payable process
- Arranged and ordered all office supply inventory and maintenance

## EDUCATION

BRIGHAM YOUNG UNIVERSITY - Provo, UT June 2001 – April 2005

- Bachelor of Arts Degree in American Studies
- Minor in Marriage, Family and Human Development

## SKILLS, ACTIVITIES & INTERESTS

- Proficient in PC and Mac
- Proficient in Microsoft Word, Excel, Power Point, and Adobe Acrobat, and PayNorthwest - a payroll, time, attendance and HR software system
- Former secretary of women's regional service organization in San Clemente, CA for 4 years
- Married with four children - two girls and two boys