

ASHTON COMPTON

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EXPERIENCE

University of Alaska Fairbanks, Leadership Program 2008-present, Fairbanks, AK

Student Organizations Program Asst.

- Managed Student Organizations database
- Planned, organized, and facilitated training, networking, and leadership development events
- Coordinated the recognition process
- Created advertising and marketing plans
- Provided administrative support
- Mentored student organization leaders
- Trained new Student Organizations Coordinator
- Founder and president of the UAF Chapter of the American Red Cross date

State of Alaska Legislature 2005-2007 Session, Juneau, AK

Asst. Sergeant-at-Arms

- Performed administrative assistant duties for Representatives as needed
- Trained and managed a staff team of five House pages
- Organized public speeches and special appearances for state officials including Governor Frank Murkowski, and Senators Ted Stevens and Lisa Murkowski
- Tracked voting records and daily business logs of each House floor session for the State Legislative Library
- Scheduled travel arrangements for Representatives
- Manned phones and reception area for high-traffic offices
- Managed a database of each Representative's information
- Entrusted with confidential legal and political data
- Maintained a high standard of decorum and formality

House Page

- Prepared House Chambers daily
- Arranged and stocked rooms for committees and press conferences
- Collated and distributed daily House floor packets and mail
- Provided timely transportation services for Representatives
- Stocked House floor desks for Representatives
- Carried private messages between legislators during session

EDUCATION

University of Alaska

Political Science Major 2005-2009

COMPUTER SKILLS

Experience with Microsoft Word, Excel, Outlook