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EXHIBIT D

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Ashley Elizabeth Brown · 3rd
Office Administrator at ByteDance/TikTok
Austin, Texas, United States · 398 connections · [Contact info](#)

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TikTok
 Texas State University

About

Dedicated professional with 10+ years in administration, operations, management, and training. Excellent organizational, oral/written communication, interpersonal, and problem resolution skills. Proactive operative with insight for business and exemplary people skills. Belief in a team approach to achieve objectives, incre... see more

Experience



Office Administrator
TikTok · Full-time
Jul 2020 – Present · 1 mo
Austin, Texas, United States
[in](#) helped me get this job



Office Manager
Talroo · Full-time
Dec 2018 – May 2020 · 1 yr 6 mos
Austin, Texas Area

Provided administrative, logistical, and facilities support for ~ 80+ local & remote employees
Oversaw daily operations of the office including ordering supplies, stocking, and shipment receiving.
Managed and developed vendor, contractor, and professional service(s) relationship...see more



HomeAway
1 yr 7 mos

Administrative Operations Assistant
Jun 2018 – Dec 2018 · 7 mos
Austin, Texas Area

- Coordinate small to medium meetings or events for senior leadership and/or their management teams, as well as provide logistical support
- Coordinate calendars and meeting rooms for senior leadership [...see more](#)

Front Desk Coordinator
Jun 2017 – Jun 2018 · 1 yr 1 mo
Austin, Texas

- Provides administrative, logistical, and facilities support for ~900 employees.
- Oversaw office inventory activities, including ordering and requisitions, stocking, and shipment receiving.
- Interacted with vendors, contractors, and professional services personnel to recei...see more



Learning

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Zoey Aune · 3rd+
Entertainer at TikTok



Joseph Ramirez · 3rd
Dedicated leader in Partnerships, Sales an...



Amy Kreatz · 3rd
Ad Operations Specialist at TikTok



Daniel Garo · 3rd [in](#)
Global Business Solutions at TikTok



Luanda Chamberlain · 3rd [in](#)
Senior Recruiter at TikTok



Siddharth C. · 3rd [in](#)
Product Manager at Tiktok



Maria Villarreal · 3rd
Account Manager at TikTok



Hannah Somerville · 3rd
Brand Development Manager at TIKTok



Keely Starbuck · 3rd
Brand Development Manager at TikTok



Tania Nguyen · 3rd
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Office Administrator

RSM US LLP

Jan 2016 – Aug 2016 · 8 mos

Tampa/St. Petersburg, Florida Area

- Managed all aspects of the Tampa office, including: reception, file management, tax processing, word processing, mail distribution, and administrative support for 25 employees
- Managed Firm Partners' complex and frequently changing travel arrangements and coordinated the pre-planning of trips.

[...see more](#)



Community Manager

The Regus Group

Jul 2014 – Dec 2015 · 1 yr 6 mos

Tampa/St. Petersburg, Florida Area

- Responsible for the complete leasing cycle to business leaders including: prospecting, presenting the office space, negotiating, closing, and the leasing contracts.
- Generated an excess of \$100,000 in new business office leases within the first 12 ...[see more](#)

[Show 2 more experiences](#) ▾

Education



Texas State University

Bachelor of Applied Science - BASc, Applied Arts and Sciences

2018

Skills & Endorsements

Customer Relationship Management (CRM) · 2

Monica Bradley, Business Problem Solver and 1 connection have given endorsements for this skill

Sales · 1

Sales · 1

Alyssa McElwain has given an endorsement for this skill

Social Media · 2

Ashley Rogers and 1 connection have given endorsements for this skill

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Recommendations

[Received \(1\)](#)

[Given \(1\)](#)



Ashley Rogers

Marketing Professional

June 23, 2020, Ashley Elizabeth worked with Ashley in the same group

During my time working alongside Ashley at Talroo, I was amazed at her ability to take on numerous projects, always with a smile on her face. Ashley gets things done and truly values each person in the office, getting to know their needs and wants. She'd make an excellent addition to any office that wants to be orga... [See more](#)

Accomplishments

1

Language

English



Interests

Training

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