

# Jená Hudson

## Administrative Assistant - CONTRACTORS ASSOCIATION OF EASTERN PA

Philadelphia, PA - Email me on Indeed: [indeed.com/r/Jena-Hudson/9a44b6e599c83cb7](https://www.indeed.com/r/Jena-Hudson/9a44b6e599c83cb7)

Authorized to work in the US for any employer

### WORK EXPERIENCE

#### Administrative Assistant

CONTRACTORS ASSOCIATION OF EASTERN PA - Philadelphia, PA - April 2013 to Present

- Provide support to administrative office by sorting and distributing the mail, managing and organizing record keeping systems for more than 100 contracting association members, and refilling office supplies.
- Use of Microsoft Word, Excel, and PowerPoint daily for data entry, creating spreadsheets, record keeping and depositing funds for association member's dues and creating fliers/bulletins for member announcements.
- Assist current and potential contracting association members, by responding to inquiries in person, through e-mail, or telephone while responding in a timely fashion.
- Greeting association members, organize and plan association member's events throughout the year and updating the contractor's association website.

#### Branch Sales Representative

POLICE AND FIRE FEDERAL CREDIT UNION - Philadelphia, PA - July 2007 to April 2013

- Provide quick and efficient customer service to members on a daily basis by using the Advantage banking software system.
- Respond to member's problems and concerns, keep the members calm if the situation is serious, and make sure that the problems are resolved.
- Assist members with various types of loans and services provided by the credit union and assist with the loan closing process.

#### Assistant Administrative Secretary, Biology Department

TEMPLE UNIVERSITY, Biology Department - Philadelphia, PA - September 2010 to February 2013

- Provide support to administrative office by sorting and distributing the mail, managing and organizing record keeping systems for more than 1600 biology students, and refilling office supplies.
- Use of Microsoft Word, Excel, and PowerPoint daily for data entry, creating spreadsheets, and fliers for departmental announcements.
- Greeting student and faculty members, and respond timely to various calls for mail deliveries from 8-10 faculty departments around campus.
- Assist professors and potential biology students, ranging from undergraduate to graduate, by responding to inquiries in person, through e-mail, or telephone.

### EDUCATION

#### Business

School of Fashion Merchandising and Management  
2013 to Present

#### Associates

School of Business Administration

2013 to 2016

**Associate in Arts in Theater**

School of Communications and Theater - Philadelphia, PA

2010 to 2012

**High School Diploma**

NORTHEAST HIGH SCHOOL - Philadelphia, PA

2005

SOUTHERN NEW HAMPSHIRE UNIVERSITY - Manchester, NH

TEMPLE UNIVERISTY - Philadelphia, PA

**SKILLS**

Microsoft Office (10+ years)

**ADDITIONAL INFORMATION**

**SKILLS:**

Microsoft Word, PowerPoint, Outlook and Excel, Advantage Banking Software

Creative, multitasking, quick decision making, flexible, open minded, willing to learn and quick problem solving

Effective verbal and communication skills, organized, dedicated, ability to prioritize and strong interpersonal skills