

Jennifer Marshall

Aurora, CO 80013

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Work Experience

Briggs Development: San Jose, CA

2021 - July 2022

- **Assistant Property Manager:** Responsible for maintaining clear, quick and friendly tenant communications. Assists property manager with day to day operations, including administrative responsibilities. Assist in coordinating and scheduling vendor work. Assist with processing invoices and receiving rent payments. Prepare commercial lease abstracts and commencement letters. Assist with annual budget preparation and presentations.
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Storek, Carlson, & Strutz LLP Accounting: Campbell, CA

2019 - 2021

- **Administrative Assistant:** Responsible for scheduling appointments for multiple accountants. Coordinating client documents through multiple physical and digital channels including Google Drive and Dropbox. Corresponding with clients and their proxies via phone and email. Handling confidential tax and financial information using the Lacerte and Thompson Reuters software suites. Maintaining an extensive digital and analog filing system. Assembling tax returns physically and digitally. Maintaining office supply stores, placing orders as needed. Handling incoming and outgoing mail.

Neale & Sons Appraisers and Auctioneers. : Saratoga, CA

2016 - 2019

- **Office Manager:** Responsible for scheduling appointments, managing office calendar, invoicing, and maintaining the organization of the company database. Typing reports from dictation. Formatting, editing, and submitting final appraisal reports to clients. Photographing and staging items for auction. Occasional shipping and handling of items sold at auction. Designing and launching promotional email campaigns. Content, design, and maintenance for "nealeandsons.com".

Park Avenue Music Center: San Jose, CA

2012 - 2016

- **Educational Services Representative:** Direct marketing of products and services to schools and institutions. Coordinating pickup and delivery of instruments and instrument repairs. Managing customer accounts and billing. Managing social media and contests. Planning and coordination of presence at conventions and related events. Designing and launching marketing email campaigns.
- **Sales Associate:** Cashier, customer service, store organization and maintenance.

Santa Cruz County Outdoor School: Santa Cruz, CA

January 2007 – February 2010

- **Naturalist:** Conducted integrated curriculum hikes encompassing botany, wildlife biology, astronomy, geology, natural and environmental history of the Santa Cruz region, and stewardship and led follow up discussions with groups of 18 – 25 fifth grade students
- **Health Supervisor:** Responsible for organizing students and staff emergency contact forms as well as dispensing medications, on-call for emergency medicine, following students' parent/ doctor health maintenance requests.

Camp Tawonga: Yosemite, CA

Summer 2009

- **Medical Assistant:** Triage patients in infirmary, organize camper medical files, assist physician and health directors as needed, handle first aid needs of campers and staff, inventory medical supplies and place orders as needed, communicate with parents.

Manitou Camp: Parry Sound, Ontario, Canada

Summer 2008

- **Head of Eco-Adventure Activities:** creating and teaching curriculum for an 8-week summer program, supervising a staff of 4 counselors assisting in instruction.

Education

University of California, Santa Barbara

BA, English 2006