

# Anders Jensen



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[Anders Jensen](#)

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## SUMMARY OF EXPERIENCE

Experienced Administrative Associate with a demonstrated history of working in the management consulting industry. Skilled in Research, Customer Service, Microsoft Office, and Administrative Assistance. Strong administrative professional with a Bachelor of Arts focused in English Language and Literature from Old Dominion University.

## EXPERIENCE

### Workplace Experience Assistant Manager

Booz Allen Hamilton, (January 2019 – Present)

- + Act as liaison to CBRE facilities leadership representing Booz Allen Hamilton's first innovation office: The Innovation Center
- + Assist with launch of visitor check in and metrics system through third party vendor
- + Manage quality control by maintaining 100K budget and managing vendor relationships
- + Design, modify, develop, write, and implement software systems to facilitate employee and guest interaction with technology throughout the space

### Innovation Center Concierge

Booz Allen Hamilton, (January 2018 – Present)

- + Manage on-site access responsibilities, telecommunication, and organization of physical space including scheduling orders, stocking, and keeping inventory of food and drinks and office supplies
- + Complete weekly metrics and create and update PowerPoint dashboard on high level information for leadership
- + Update digital signage with daily events and meetings
- + Create a 3-week outlook in Excel for internal website, send reminders and serve as on-site support, register visitors and issue site badges according to firm policy

### Conference Center Logistics Coordinator

Booz Allen Hamilton, (July 2016 – December 2017)

- + Execute meeting and event logistics and planning in three Conference Center locations
- + Accountable for all meetings and event logistic responsibilities including: audio visual, facilities, and security coordination
- + Analyze and present meeting and event data to leadership
- + Assist with the implementation of new firmwide tool used for scheduling meeting and event space and workspace
- + Lead information sessions on-site and via teleconference for internal staff during launch

## EDUCATION

### Old Dominion University

Bachelor of Arts in English Literature (2016)

## SKILLS

HTML CSS JavaScript React NodeJS Git