

# JILLIAN FETTER

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## *Professional Experience:*

### **PROJECT MANAGER, VERENGO SOLAR (2014–2015)**

- Managed a pipeline of 125 - 150 solar projects
- Liaised between clients, contractors and intracompany departments
- Coordinated document submission, scheduling, and monetary transactions
- Fielded customer inquiries and provided status updates to customers
- Managed and notated CRM database for my clients

### **OFFICE MANAGER: SHAMROCK MOVING PENINSULA (2007- 2013)**

- Managed social media and assisted in design and distribution of marketing materials
- Managed and maintained customer and storage databases
- Organized and opened branch office
- Dispatched moving crews and provide logistics support
- Managed payroll
- Oversaw daily operations / offered interoffice conflict resolution where needed
- Ran meetings with location staff addressed customer complaints and queries

### **OFFICE ADMINISTRATOR: SHAMROCK MOVING AND STORAGE INC. (2005 - 2007)**

- Maintained customer database
- Liaised interactions between clients and moving crews
- Processed insurance documents for damage claims
- Managed multi-line phone system
- Managed appointment calendar

## *Education and Training:*

### **UNIVERSITY OF REDLANDS (2001 - 2005)**

- Bachelor of Arts in Environmental Studies, Minor in Philosophy

### **CODING HOUSE WEB DEVELOPMENT BOOTCAMP (2015 - 2016)**

- 1000 + hrs of rigorous web development training

## **TECHNICAL SKILLS:**

Java Script ▪ HTML ▪ CSS ▪ Node ▪ Express ▪ Angular ▪ React ▪ JQuery ▪ Git Hub ▪ Mogno ▪  
FireBase

[www.jfetter.com](http://www.jfetter.com)