

# JENNIFER LUCHKA

ADMINISTRATION, OPERATIONS & MARKETING SPECIALTIES WITH A SMILE

## SKILLS

CRM	● ● ● ● ●
Adobe Creative Suite	● ● ● ● ●
Microsoft Office	● ● ● ● ●
Apple Suite	● ● ● ● ●
Email Marketing	● ● ● ● ●
Web Development	● ● ● ● ●

## CONTACT



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London, ON

## HOBBIES

- Photography
- Graphic Design
- Gardening
- Baking
- Crafting

## EDUCATION

- **Sheridan College**  
2013-21014  
Diploma in Business, majoring in Human Resources
- **Fanshawe College**  
2004-2007  
courses in Science Laboratory Tech
- **Sir Wilfrid Laurier Secondary School**  
2000-2004  
Highschool Diploma

## EXPERIENCE

- **LERNERS LLP**  
Marketing & Business Development Coordinator  
**NOVEMBER 2020 TO PRESENT**
  - Onboard and maintain client-focused information sessions based on lawyer practice group's business development needs in addition to firm-wide needs.
  - Keep detailed and accurate budgets, communicate with external vendors and in-house training associates to assist and accommodate our guests.
  - Develop industry-leading presentations based on self-researched topics and trending law firm initiatives.
  - Assisting with onboarding new associates and developed training presentations for economics, human resources and docketing.
  - Promoted to Creative Director for Lerner's Healthcare Champions 2021; created, developed and successfully implemented the creative direction and design as well as leading the nomination, voting and event portions of the campaign from september 2021 to April 2022.
  - Created checklists and how-to documents for Marketing and Business Development departments to streamline information sessions and client-focused appreciation events for seamless and effective implementation.
- **SUTTON QUANTUM REALTY BROKERAGE**  
Marketing & Communications Manager  
**2015-2020**
  - Served as the Owner's Executive Assistant from 2016-2020. Booked travel accommodations, maintained calendar and organized all meeting logistics, warmly greeted her appointments with prepared collateral and coffee/tea/water.
  - Also implemented, developed and maintained the brokerage's marketing department eventually grossing over \$5,000 in net monthly sales by time of my departure.