

Jessica Jenkins

Virtual Administrative Assistant

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Seattle, WA 98133
(206) 658-7650
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EXPERIENCE

SpeechWorks LLC, Oconomowoc, WA - *Virtual Assistant*

June 2018-Present: <https://speechworksllc.com/>

Support founder (Jann Fujimoto) with all administrative tasks including practice management, Task/Project Management, Social Media tasks, presentation transcriptions, and other individual research projects as needed.

BrightenUp Financial, Seattle, WA - *Virtual Assistant*

February 2018-Present: <http://brightenupfinancial.com/>

Support founder (Hannah Smolinski) with administrative tasks including client bookkeeping, contact organization, and social media management.

Burien Psychotherapy, Burien, WA - *Virtual Assistant*

January 2018- February 2018: **Laurel Fullington is a Counselor, MA, LMHC, NCC**

Supported Laurel Fullington in an assistant capacity and organized her practice with client management software and calendar management to be self-sufficient.

GgHr Solutions, Reston, VA — *Virtual Assistant*

JUNE 2016 - PRESENT: <https://gghrsolutions.com/>

Support company founder as the Virtual Executive Assistant. Role includes business functions including bookkeeping and client management. Working in various Microsoft Office components creating and formatting charts and lists for client manuals. Gaining and retaining basic human resources knowledge in a non-profit environment with the bulks of our contracts being churches and ministries.

DSI International, Seattle, WA — *Virtual Assistant*

MARCH - MAY 2017: <https://www.dsiintl.com/>

Provided support for company's CFO. Role included international travel booking, customer resource management, data entry, and email correspondence.

Seattle Pacific University, Seattle, WA — *Administrative Assistant*

APRIL 2011 - SEPTEMBER 2013: www.spu.edu

Coordinated the management of office functions in addition to providing individualized assistance to a team of four people. This position focused on front desk reception, emergency preparedness training and execution, and student worker management. Daily tasks also included data entry and gift processing using Raiser's Edge. Trained university executives on the importance and use of a single database (Raiser's Edge) as well as created and distributed a data request form using SharePoint.

EDUCATION

Saddleback Community College, Mission Viejo, CA — 2009

Associates: General Studies

US Center for World Missions, Pasadena, CA — 2004

Insight Program Graduate

SKILLS

Word Processing
Editing
Calendar Management
Event Planning
Email Correspondence
Bookkeeping
Customer Resource
Management (CRM)
Data Entry

Software Experience

Quickbooks Online
Microsoft Office Suite
Raiser's Edge
Zoho
Constant Contact
Canva
Simple Practice

Social

Facebook:

<https://www.facebook.com/JessicaJenkins>

Instagram:

<https://www.instagram.com/heyjessjenkins/>

LinkedIn:

<https://www.linkedin.com/in/jessica-jenkins-27736156/>