



Jaime L. Whitfield

📍 Brighton, CO 80602 📞 (303) 718-7978 ✉ Jaimejwhit@gmail.com

SUMMARY

Versatile, task-driven professional with 24+ years of company-exclusive loyalty gaining managerial and administrative experience in client-centric office operations. Equipped with superior ability to multitask in pressure-driven environment while maintaining exceptional communication and organizational skills. Expert in all facets of client support, employee relations and time management. Strategic analyst committed toward future development and innovative solutions that foster company-wide efficiency. Goal-oriented with strong ambitions for challenge and growth in a collaborative team-setting environment.

SKILLS

- Microsoft 365, QuickBooks, CRM Systems, Adobe Acrobat Reader, Google Workspace
- Human Resource Operations
- Finance Management
- Travel Arrangements, Event Coordinating, Agenda Preparation, Conference Host
- Calendar Management, Appointment Scheduling
- Excellent Verbal, Written and Interpersonal Communication Skills
- Task-Driven, Analytical, Problem Solving, Time Management
- Exceptional Client Relations and Customer Service Dependability
- Honor Compliance and Confidentiality
- Social Media Management

WORK HISTORY

OPERATIONS / MANAGER

11/2015 – 06/2023

Stonegate Technologies, Inc. | Brighton, CO

- Pioneer of New Business Services
- Office and Employee Management
- Job Posting and Descriptions, Onboarding, Training, Compensation and Benefits, Performance Appraisals, Exit Interviews, Recordkeeping
- Exceptional Employee Retention
- Conferencing Host; Prepare Subject Matter Materials
- Data Tabulation, Industry Trend Analyst, Monitor Efficacy
- Payroll, Wage Withholding, Tax Preparation and Filings
- Website Development Assist

DATA BANK EXECUTIVE

06/2018 - 05/2022

Intromark Inc. | Pittsburgh, PA

- Licensing Representative
- National Trade Show Attendance; Networking 750+ new business affiliates
- Execute non-disclosure agreements in foreign, fast-paced environments
- Travel Arrangements; Itineraries, Accommodations, Agenda Preparation, Event Planning
- Detail Expense Reporting

REGIONAL SALES DIRECTOR

10/2008 - 11/2015

Stonegate Technologies, Inc. | Wheat Ridge, CO

- DBA InventHelp, Inc. | Subsidiary of Technosystems, Inc.
- Maintain and Manage Client Database; Serving 1800+ new clients annually
- Illustrate Services and Sees; Execute time-sensitive contracts
- Sales Success; Exceeding \$450,000 annual sales
- Finance Management; QuickBooks Accounting
- HR Practices; 1099 and W2 Employee Management

- Honor client confidentiality; Regard for compliance regulations
- Established S-Corporation

EXECUTIVE ASSISTANT / OFFICE MANAGER

05/1998 - 10/2008

N. American Business & Products | Arvada, CO

- DBA InventHelp, Inc. | Subsidiary of Technosystems, Inc.
- Office Management, Receptionist, Client Services
- Maintain and Manage Client Database; Serving 2500+ new clients annually
- QuickBooks Management; Exceeding \$1 million annual sales volume
- Travel arrangements, itineraries and accommodations
- Calendar Management and Appointment Scheduling
- Prepare client contracts, disclosures, disclaimers, financial agreements
- Knowledge for Intellectual Property
- Source Advertising Opportunities
- Regulate, budget, and stock office inventory and supplies

EDUCATION

APHR Certification | Human Resources Management

08/2019

HR Certification Institute, 1725 Duke St. Ste. 400 Alexandria, VA 22314

- National Certification of Federal Labor Laws
- HR Operations
- Recruitment and Selection
- Development and Retention
- Employee Relations
- Compensation and Benefits
- Health, Safety, and Security

APHR Bootcamp | Human Resources Development

03/2019

Distinctive Human Resources, Inc., 221 N. Horner Blvd., Stanford, NC 27330

- General Studies of Human Resource Operations

Human Resource Certificate Program | Human Resources Training

08/2018

Employers Council, 1799 Pennsylvania St. Denver, CO 80203

- Recordkeeping for Human Resources
- Discrimination in the Workplace: The Law of EEO
- Interviewing and Hiring / Orientation and Onboarding
- Performance Management / Retaining and Engaging Employees
- Compensation and Benefits