

Jen Harrison

Boulder, CO 80302

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Dedicated, diverse, experienced human resource administrative assistant/office manager/facilitator seeking a growing, stable company I can grow with and support. Resourceful, organized with a vast administrative background able to hit the ground running in any position. Strong interpersonal skills with excellent written and oral communication. Team orientated, as well as independent and creative with a great work ethic and an absolute understanding of superior customer service. Professional attitude and personality allowing for successful building and maintaining client relationships. Extensive ability to manage key account relationships and anticipate client's needs and solutions with a customer first mentality.

Work Experience

Office Manager/Facilities

Peaksware Holdings - Louisville, CO

September 2021 to Present

- Office Manager/Facilities - 200+ employees, ordering and maintaining office and kitchen supplies, coffee/snack/keg service and vending, security access, Concur expense reporting, managing the mail room, organizing office space, and adding to the office culture by spearheading employee engagement and events.
- Administrative Assistance for Alfred, MakeMusic, Training Peaks, TrainHeroic Sales & CS, TP Marketing, PWH Accounting
- Building Management and Maintenance - communicate with building/property manager for issues as they arise such as plumbing, climate control, and outstanding construction completion for new building

Senior Staff Specialist/Administrator/Facilities/Office Management

Marvell Semiconductor, Inc. - Longmont, CO

October 2013 to September 2019

- Building Management and Maintenance - oversee all operations - front office - electrical, HVAC, janitorial, plumbing, coffee/snack vending, general maintenance, first aid - fire safety inspections, security access badge control, maintain multiple hardware validation lab inventory and maintenance
- Administrative Assistant/Office Manager - Administrative Assistant/Office Manager - 30-60 employees, administrator to managers onsite as well as department corporate executives, purchase order creation, arrange travel through Egencia, Concur expense reporting, catering, event planning, shipping/receiving, order office supplies, front lobby reception, site communication, maintain meeting and break rooms, event planning, including ski trips, summer picnics, holidays, property management/corporate communication, outlook calendar management
- Human Resources - recruiting, interview set-up, new hire orientation and processing, coordinate exit interviews, HR Federal-State postings, staff confidentiality, environmental health and safety compliance, corporate liaison, go to - Longmont & Minnetonka branches of Marvell

Recruiter

Staffwell Group - Boulder, CO

March 2013 to December 2013

- The StaffWell Group is a leader in healthcare, sales, retail, and finance staffing and recruiting.
- Recruiting of Sales, IT, Engineering, Medical professionals.

Partner Marketing Associate/Supplier Relations Associate

THOR, Inc. - Broomfield, CO

September 2007 to December 2012

- Sell, Build out, Collect and Confirm receipt of hotel marketing including Print/Electronic and Web site Incremental Marketing
- Establish and maintain client relationships with current and new suppliers
- 200% increase in sales revenue over prior three years
- Within first two years w/ THOR accrued nearly \$500,000 USD in company sales
- In third year, at 100% of revenue goal for the year by mid-year for print/electronic
- In fourth year 90% of web marketing goal reached by 1st QR, as well as over 100% of both print/electronic and web goal reached by year end with an increase in revenue and goals of over \$40K. Nearly \$300K in total revenue
- In fifth year, highest 1st QR sales in THOR history, as well as 2nd QR, highest individual company sales of nearly \$80k
- Managed marketing for over 300 individual hotel accounts
- Handle all Requests to become a Hotel Partner on THORtravelservices.com
- GDS trained to run Rate Checks for all Hoteliers
- Integral for Business Development, Publication Meeting Ideas, Copywriting, Promotions, Exact Target Lead Plans, Incremental Marketing Plans, Hotel Trend Reviews, Choosing Feature Hotels for Print Publication, Production Reporting, Billing Assistance, Return on Investment Actual

Sales & Marketing Coordinator

Outdoor Promotions, Inc. - Denver, CO

April 2006 to August 2007

- Assist operations w/ work orders for posting ads and maintenance needs
- Charting and scheduling of ads on advertising venues
- Provide Proof of Performance & Completion Reports
- Receive shipments and schedule postings as posters are received
- Provide day-to-day communication with Maintenance Co.
- Assist GM and Account Executives
- Coordinate billing and payables with Controller and Company Headquarters
- Extensive use of Google Maps to access demographic data

Human Resource / Marketing Assistant / Recruiter

AXA Equitable, Retirement Service Solutions - Denver, CO

March 2003 to April 2005

- Assist in all aspects of production including tracking rollovers/transfers for 90% of team
- Recruiting - set up search criteria, search for qualified applicants, screen applicants,
- Process all pre-employment paperwork, perform background checks, forward negative activity
- Follow pre-hires PC detail for contracting and bonus preparation then Arrange Level I travel
- Assist new agents w/ office practices - phones, computer setup, cubicle space, business cards
- Assist with performance reviews and termination paperwork
- Train agents to use various software programs
- Track paperwork requiring signatures from Compliance Manager, and Executive VP's

- Maintenance of forms, applications, supplies, and marketing materials
- Assist clients with customer service related calls, e-mails, written correspondence, service credit, and update client information in systems. Answer questions and concerns of agents, VP
- Order Paramedical services, meeting & travel arrangements, maintain business expenses

Education

Bachelor of Science in Psychology

Kansas State University - Manhattan, KS

Skills

- Microsoft Office
- Google Docs
- Oracle
- Salesforce
- Exact Target
- Slack
- Kace
- Sap Concur
- Export on Demand
- ADP
- Zoom
- Workday
- Cloud
- CustomerCentric Selling Certified
- Property Management Certification
- Hospitality Hybrid Hunter (Sales)
- Office Management
- Calendar Management
- Recruiting
- Filing
- Facilities Management
- Event Planning
- Digital Marketing
- Acclen
- Microsoft 365

Certifications and Licenses

First Aid Certification

Certified Property Manager

Assessments

Recruiting — Highly Proficient

April 2020

Managing the candidate sourcing and selection process

Full results: [Highly Proficient](#)

Office manager — Highly Proficient

January 2020

Scheduling and budgeting

Full results: [Highly Proficient](#)

Administrative assistant/receptionist — Expert

September 2021

Using basic scheduling and organizational skills in an office setting

Full results: [Expert](#)

Work style: Conscientiousness — Highly Proficient

November 2020

Tendency to be well-organized, rule-abiding, and hard-working

Full results: [Highly Proficient](#)

Attention to detail — Highly Proficient

June 2022

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Highly Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.