

Jessica J. Adams

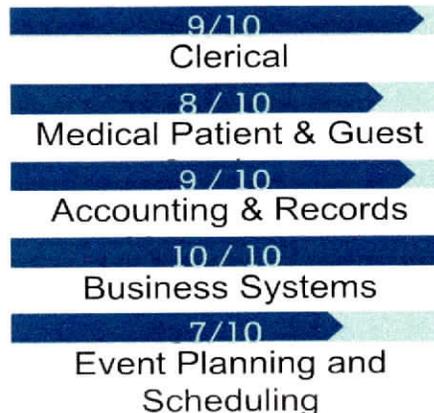
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ABOUT ME

Bringing confidence, enthusiasm, organization and technical competence to professional businesses of Northern Colorado.

Adaptive professional with over 21 years of professional work experience in the fields of medical, human resources, accounting, administration and management. Confident and eager to learn new skills and explore ways to improve processes and efficiencies for business.

SKILLS



CREDENTIALS

Education | High School Diploma
Valley High School
2003

Award | Lovelace Cancer Care
Red Hot Achiever – Hematology Oncology Associates
2015

Certifications

First Aid / CPR Certified – 2019; OSHA -2017; HIPAA Certified -2018; Nursing Support ICD-10/200; General Orientation ICD-10/301/ Notary Public

EXPERIENCE

Office Manager & Human Resources

Woodland Home Marketplace / Eaton / 2022-Current

Holds responsibilities for Human Resource processes; Manages staffing process by recruiting, interviewing, hiring & onboarding; Maintains job descriptions ensuring compliance with local, state & federal laws; Implements company standards for professionalism, conduct, and ethics according to local, state & federal laws; Investigates conflicts and provides assistance with resolution strategies; Maintains performance development & goal setting materials; Payroll processing; Assists bookkeeping with accounts receivable & payable and maintains spreadsheet for profit & loss, Quarterly tax reporting; Demonstrates exceptional customer service; Department support; Assists with sales of reclaimed material; Billing & Invoicing; Coordinates weekly staff meetings; Coordinator for special events and team building; Assists with marketing strategies; Supplies marketing coordinator with photographs, videos, and other information for current and upcoming happenings, announcements, and giveaways for social media platforms; Office supply inventory & ordering; Office maintenance, Reservation coordinator

Office Manager

The Windsor and Westwood Patio Homes Senior Independent Living / Windsor/ 2021-2022

Held responsibilities for resident invoicing; employee general communication and on-boarding; filing; building maintenance coordinator; office supply inventory and ordering; employee engagement and special event planning, transportation reservations; and front desk reception and resident and guest services; department head; supervisor of 6.

In May of 2022, due to a staffing shortage; I assumed responsibility as Interim Activities Director in addition to my roles and responsibilities as the Office Manager.

Administrative Office Manager

Lamp Rynearson / Fort Collins / 2018-2021

Held responsibilities for project invoicing; employee general communication and on-boarding; filing; building maintenance coordinator; office supply inventory and ordering; employee engagement and special event planning, travel reservations; and front desk reception and guest services.