

Jessica Hoover

Denver, CO 80216

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Authorized to work in the US for any employer

Work Experience

Office Coordinator

RedBull - Denver, CO

October 2022 to Present

Office Manager

Hemp Nectar - Hudson, CO

November 2021 to Present

I am in charge of the day to day tasks that arise. I am in charge of ordering, keeping up with Payroll hours and any HR duties that arise. I am in charge of sending all samples out for testing and keeping up all the paper work for such testing. Also all orders that are placed I label pack and ship to the customer, I also plan company events.

I have designed a custom box with a local company to fit our company's needs.

I work Daily with all vendors and customers to make sure our needs and our customers needs are met,

Office Manager

Charlotte's Web Inc - Louisville, CO

November 2017 to May 2021

I started with this company 3 and a half years ago. I have worked with them from a group of 20 to now, a group of 160. I handle most of the building decisions, I work closely with Facilities to make sure the building is safe and working properly,

I work with the Housekeeping Vendor closely to keep the build clean and safe as well I make all office supply orders, handle all company functions for my location. checking in all guests, maintain a multiple calendars for multiple meeting rooms. All lunches provided by the company, Keeping the Admin Department on budget as well some HR issues and concerns. All mail and packages shipping in or out, some travel as well.

- Worked well independently and on a team to solve problems.
- Served as a friendly, hardworking, and punctual employee.
- Brought forth excellent time management and multitasking skills.
- Continually worked to enhance my set of communication skills and strategies.
- Led with a can-do attitude and a positive mindset.

Corporate Receptionist

TGS Management - Denver, CO

March 2017 to November 2017

Organized and prioritized work to complete assignments in a timely, efficient manner.

- Utilized a strong working knowledge of MS Office, and photo and video editing software.

- Brought forth excellent time management and multitasking skills.
 - Served as a dedicated Office Administrator in a fast-paced office.
 - Helped to effectively manage the busy office.
 - Handled office correspondence and incoming and outgoing mail.
 - Maintained work logs for office employees.
 - Prepared for team travel by gathering equipment and maintaining notes and logs.
 - Used effective listening skills to document phone call details.
- Led with a can-do attitude and a positive mindset.
 - Functioned with a resilient spirit, resulting in the ability to bounce back after setbacks.

Office Manager

Payfone - Greenwood Village, CO
November 2014 to March 2017

- Managed office space and office equipment.
- Managed telephone and email communication systems and maintained office supplies ordering office supplies with accuracy.
- Served as a helpful assistant to all office staff including the Accountant, Property Manager, Maintenance Manager, and Broker.
- Reported to Operations Manager and assisted shop and office personnel.
- Pioneered implementation of new office procedures and processes that promoted a more productive office flow.
- Achieved budget goals and kept careful documentation of plans and orders.
- Developed strategies to comply with budget goals.
- Carefully managed projects so that milestones were met by deadlines and within budget confines.

Front Desk Clerk

Embassy suites, Charlotte
August 2014 to November 2014

- Communicated with hotel staff to ensure patron's needs were met.
- Maintained strong work relationships with all hotel departments.
- Worked closely with the manager of the hotel to address any objectives.
- Contacted appropriate hotel departments to resolve guest issues or concerns.
- Fostered relationships between all departments throughout hotel.
- Adhered to all hotel rules and policies.
- Provided interested persons with information about the hotel, available rooms, and rates.
- Followed hotel safety and security procedures.

HR Team Member
Target - Concord, NC

Assisted Senior HR

Target - Concord, NC
July 2011 to October 2014

Helped Team members with various tasks on a daily basis.

- Maintained extremely well-organized records and handled all HR matters with confidentiality and the application of company standards.

- Worked as a reliable and dedicated team member in the HR department, dedicated to fostering the mission of Target.
- Reported important events and incidences to senior HR members.
- Recorded and reported employee issues and brought them to Senior HR members when necessary.
- Assisted with the development and dispersion of the HR employee manual.
- Collaborated with the head of HR to meet and exceed all initiatives.
- Ensured that all company HR procedures and guidelines are followed.
- Effectively communicated company values and mission throughout the interview process.
- Assisted with recruitment, interviews, and hiring.
- Conducted assessments and interviews for new clients.

Education

High school diploma

Fort Walton Beach High School

August 1990 to May 1994

Skills

- Office Management
- Payroll
- QuickBooks
- Colorado Notary
- Accounts Payable
- Accounts Receivable
- Human Resources
- Bookkeeping
- Management
- Event Planning
- Accounting
- Microsoft Outlook
- Microsoft Excel
- Interviewing
- Data Entry

Certifications and Licenses

Colorado Notary

August 2016 to October 2025

Additional Information

Skills

- Microsoft Office Suite
- Colorado Notary QuickBooks
- Great Customer Service
- Payroll
- Office Management
- Human Resources
- Accounting