

# JESSICA WHEELER

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**EDUCATION** ROANOKE COLLEGE, AUGUST 2008 – MAY 2012  
BACHELORS OF BUSINESS ADMINISTRATION, CONCENTRATION IN MARKETING

## EXPERIENCE

### ASSISTANT TO THE DIRECTOR OF EDUCATION & TRAINING

NATIONAL VETERANS AFFAIRS COUNCIL, MAY 2016 – PRESENT

- Successfully assisted in organizing: 5 national, 15 regional, several district, and 30 local conferences
- Responsible for training events for more than 200 VA facilities across the country
- Assign trainers for all training events, negotiate event orders via contracts, Analyze class evaluations
- Prepare presentation of training progress for bi-annual meeting for executive board

### INFORMATION COORDINATOR [TEMPORARY]

ROANOKE REGIONAL CHAMBER OF COMMERCE, MARCH 2016 – JUNE 2016

- Promoted the Leadership Roanoke Valley Program using FormSite and Constant Contact
- Registered event participants through ChamberMaster
- Responsible for website and social media updates
- Assisted in specific projects for members and clients in small business development

### ADMINISTRATIVE ASSISTANT [TEMPORARY]

DALTON & COMPANY APPRAISAL SERVICE, LLC., NOVEMBER 2015 – JUNE 2016

- Assisted in extensive market research per assigned appraisal and data entry for 3-4 appraisals per day
- Practiced and excelled at meeting 24-hour deadlines
- Maintained accounts payables and receivables
- Responsible for social media, web, and business development through Chamber and private company registries

### SERVER & SEASONAL HOSPITALITY

BLUE GOAT RESTAURANT & EATONS RANCH, WY, AUGUST 2013 – OCTOBER 2015

- Excelled in customer service skills, ending with 10 years of total restaurant experience
- Mastered culinary presentation and wine sales in a more professional atmosphere
- Maintained required education in farm to table processes and wine knowledge for sales purposes
- Worked seasonally in Wyoming in various positions, catering and servicing events

### LEGAL ASSISTANT

PETER L. KATT, ESQ., DECEMBER 2012 – AUGUST 2013

- Promoted twice within first two months to be trained as Paralegal
- Practiced meeting deadlines with legal consequences
- Managed files for 100+ clients and accounts payables and receivables for the department
- Drafted Workers Comp legal documents to be used with settlement language

## SKILLS

- Telecommunications
- Labor Relations
- Event Marketing, Planning & Production
- Microsoft Suites
- Adaptability & Resourcefulness
- Strategic Planning
- Research Skills
- Industry-specific Software (Needles, FormSite, ConstantContact, ACI, MLS)