

# *Jennifer Hart*

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Anderson, CA 96007  
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*Objective* Provide efficacious and courteous professional service. Implement a work ethic that promotes harmonious intra-personnel interaction and positive community relations.

*Computer Skills* Acts, Access, Corel Word Perfect, Excel, Harvard Graphics, QuickBooks, Quicken, MS Word, Microsoft Outlook, Powerpoint, Publisher, Salesforce

*Qualifications* I have developed excellent public relations, communication and data management skills over the past 30 years. I am honest and have an outstanding work ethic. I look forward to meeting daily job requirements and new challenges, affording me the opportunity to apply my professional abilities and problem solving skills.

## *Experience*

### **2004 – 2010 REACH for Life Membership Coordinator, REACH Air Medical Services, Redding, CA**

Administered and serviced REACH for Life membership program. Coordinated and attended Regional Public Relation events to promote REACH for Life membership program and REACH Air Medical Services. Represented REACH Air Medical Services within Regional Community organizations. Interfaced with TV, Newspapers and Community publications. Disseminated Press Releases. Identified marketing opportunities for REACH Air Medical Services. Volunteered as President and Committee member - REACH Drive for Kids Golf Tournament (5 years).

### **2002-2004 Executive Assistant-Confidential, Shasta County Cooperative Extension, Redding, CA**

Responsible for accounts payable/receivables for Lassen, Shasta and Trinity counties; Budget and midyear projections prepared annually. Confidential correspondence handled on a daily basis. Calendaring for immediate superior. Presentations and brochures developed for community projects. Meeting scheduling and pertinent agendas disseminated. Processed bulk mailings for Community fundraisers. Acted as liaison for Shasta County, providing agricultural information to the community and 4-H members.

### **2001-2002 Client Service Officer, Silicon Valley Bank, Westlake Village, CA**

Responsible for establishing new accounts and building a banking relationship with new clients. Implemented on-line banking services to manage day-to-day activity of client's accounts. Establish systems and procedures to help minimize investment in non-interest cash resources while providing adequate liquidity. Introduce cash management products and services to efficiently invest excess cash.

### **2000-2001 Executive Assistant, Silicon Valley Bank, Santa Monica, CA**

Administrative Assistant to 11 associates. Ordered supplies. Scheduled meetings for Senior Vice President. Arranged hotel/travel bookings. Coordinated calendars. Arranged monthly and annual events. Responsible for processing associate's monthly expenses.

- 1998-2000 Office Manager, Food and Nutrition Management Services, Inc, North Hollywood, CA**  
Responsible for all accounts payable and receivable. Managed proprietary data bases. Performed daily communication with Registered Dietitians and clients. Compilation of yearly and special projects. Ordered office supplies.
- 1994-1996 Restaurant Manager, Banana Bungalow, North Hollywood, CA**  
Provided daily management of restaurant, including personnel management, bookkeeping and ordering of supplies.
- 1990-1994 Public Relations Officer, Safmarine, Cape Town, South Africa**  
Front line officer for the Public Relations Department. Organized internal and external company functions. Responsible for the QUEST internal motivational training program. Public relations for Flitestar (company airline).
- 1985-1989 Executive Secretary, Safren, Cape Town, South Africa**  
Compiled monthly management reports. Performed daily secretarial duties including typing, mailing, filing.

### *Education*

- 1974-1978** Brettonwood High School Diploma - Republic of South Africa  
**1979-1979** Communication Certificate - Republic of South Africa

### *Professional References*

- Suzie Smith, RN - REACH Air Medical Services – (530) 941-9171  
Rhoann Ponseti, Marketing Director - REACH Air Medical Services – (707) 324-2405  
Linda Ahmadi – Marketing Communications Manager - REACH Air Medical Services – (707) 324-2410

### *Personal References*

- Jan Hallenbeck – Associate – (530) 223-0270  
Sheryl Mackie – Friend – (530) 275-4159  
Lori Coate – Associate – (530) 966-0224