

# JENNIFER NEUNER

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SUMMARY Enthusiastic and eager to contribute to team success through hard work, attention to detail and excellent organizational skills. Motivated to learn, grow and excel.

## Work Experience

### **Project Coordinator**

EFI Global - Addison, IL

May 2020 to Present

- Created job files for each project and maintained current data in each file.
- Photocopied, distributed and emailed documents to project managers.
- Liaised between departments to facilitate communication and keep appropriate parties updated on project developments.
- Tracked hours and expenses to keep the project on task and within budgetary parameters.
- Supervised multiple projects from project start through delivery.
- Kept corporate and client information confidential.
- Responded to requests for information on materials to inquiring parties.

### **Office Manager**

LPC Supply - Elgin, IL

June 2014 to March 2020

- Handled day-to-day operations in accounts payable and receivable
- Managed payments of dealer invoices
- Established workflow processes, monitored daily productivity.
- Updated reports, managed accounts and generated reports
- Coordinated special projects and managed schedules.
- Optimized organizational systems for payment collections, AP/AR, deposits and recordkeeping.

### **Office Manager**

Master TechFox, Office Manager Master TechFox - Fox River Grove, IL

January 2013 to January 2014

- Maintained payroll records for hourly and salaried employees
- Managed accounts payable and accounts receivable
- Collected delinquent accounts
- Analyzed scheduling requirements to ensure completion within established timeline
- Generated accurate and timely invoices
- Resolved all department issues efficiently
- Follow up with customer relations
- Follow up with proposals and adjust to meet company and client expectations

### **Office Manager**

Corporate Wireless Group | Office Manager Corporate Wireless Group - West Chicago, IL

January 2002 to January 2012

- Delivered top-notch administrative support to office staff, promoting excellence in office operations.
- Performed accounts receivable collections for past due accounts by conducting collection calls.
- Delegated office staff to perform administrative duties and share workloads.

## Education

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**BACHELOR OF SCIENCE in HEALTHCARE MANAGEMENT & HEALTH**  
COLORADO TECHNICAL UNIVERSITY

## Skills

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- Coordinating Documents
- Organization and Time Management
- Document Oversight
- Strong Multi-Tasking Skills
- Critical Thinking
- Teambuilding
- Active Listening
- Ability To Work Independently
- Oral and Written Communication
- Proficient in MS Office &
- Excellent Administrative Abilities Sharepoint
- Project Coordination
- Project Management
- Accounts Receivable