

# JENNIFER WORKMAN

GRAPEVINE, TEXAS  
JSMITH18959@GMAIL.COM  
214-907-0514 MOBILE

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*Energetic professional with 23 years' experience in the executive/office management arena of the Dallas market. Highly effective communicator, delivers high impact results in an efficient manner. Excels in establishing processes to improve systems and performance. Thrives in a fast-paced, challenging environment, highly organized with ability to multi-task, meet deadlines and adapt to changing environment.*

## EDUCATION

DALLAS INSTITUTE OF FUNERAL SERVICE, Dallas, TX  
Associate of Applied Sciences, Graduated March 2020  
Anticipated National Board Testing June 2020  
Pi Sigma Eta Member and Officer  
Women in Black Member

ICCFA Certified Crematory Operator

DALLAS BAPTIST UNIVERSITY, Dallas, TX  
Bachelor of Arts & Sciences in Psychology

EXECUTIVE SECRETARIAL SCHOOL, Dallas, TX  
Associate of Applied Sciences/Office Administration

## PROFESSIONAL EXPERIENCE

**All Medical Personnel, Irving, TX** **04/2017 - 02/2019**  
**Executive Assistant to EVP, SVP of Business Development and SVP of Recruiting**  
Provided administrative support to the Executive Vice President, Senior Vice President of Business Development and Senior Vice President of Recruiting which included extensive calendar management, internal and external meeting planning, extensive travel arrangements, expense reporting/tracking, and internal/external communications.

Overview:

- Served as main contact for building management, maintenance requests/coordination
- Served as senior leadership liaison for meeting coordination, point of contact for staff
- Assisted Director of Talent Acquisitions with preparation/coordination of new hire orientation
- Coordinated with offsite IT staff which ensured smooth technical operations

**RMG Networks, Inc., Addison, TX** **10/2014 - 3/2017**  
**Executive Assistant to CEO, CFO CMO, and SVP/General Counsel**  
Provided administrative support to the Chief Executive Officer, Chief Financial Officer and Chief Operations Officer which included extensive calendar management, turn-key meeting planning, and extensive domestic and international travel arrangements, expense reporting/tracking, and internal/external communications.

Overview:

- Served as Travel & Expense Auditor for Accounting department, coordinated successful launch of American Express corporate card and Employee Anniversary programs
- Assisted Human Resource executives with internal communications, new hire on-boarding, employee recognition program, and monthly companywide newsletter creation/release

**NorthStar Anesthesia, P.A., Arlington, TX** **2013 – 2014**  
**Executive Assistant to Chief Medical Officer, Chief Nurse Anesthetist Officer**  
Provided administrative support to the Chief Medical Officer, Chief Anesthetist Officer and Vice Chiefs which included client coordination, calendar management, extensive domestic travel arrangements, expense reporting/tracking, timesheet entry/approval and internal/external communications.

**AT&T (Exter Networks), Dallas, TX (CONTRACT)** **04/2013 – 09/2013**  
**Executive Assistant to Executive Director of IT, Chief of Staff for CIO**  
Provided administrative support to the Executive Director of Information Technology/Chief of Staff which included calendar management, extensive domestic travel arrangements, expense reporting/tracking, timesheet entry/approval and internal/external communications.

**TENET HEALTH, Dallas, TX (CONTRACT)** **02/2013 – 03/2013**  
**Executive Assistant to Chief Medical Officer/Senior Vice President of Clinical Operations**  
Provided administrative support to the Chief Medical Officer/Senior Vice President of Clinical Operations which included meeting minutes, calendar management, extensive domestic travel arrangements, expense reporting/tracking, timesheet entry/approval and internal/external communications.

**NATIONWIDE INSURANCE, Richardson, TX** **2011 - 2013**  
***Executive Assistant to Senior Regional Vice President of Central Plains and Southern States Regions***  
Provided administrative support to the Sr. RVP of Central Plains and Southern States regions as well as the Director of Sales and Staff Operations including oversight of day-to-day operations, extensive travel arrangements, internal/external correspondence, expense reporting and management, extensive calendar management and new hire on-boarding

**FROST INSURANCE, Dallas, TX (CONTRACT)** **2010 – 2011**  
***Interim Branch Office Manager***  
Provided administrative support for the VP Commercial/Personal Lines and Market President including oversight of the day-to-day operational functions, financial report updating, process improvements and meeting preparation

**COMMUNITIES FOUNDATION OF TEXAS, Dallas, TX** **2008-2009**  
***Executive Assistant to SVP/CFO, VP of Accounting and VP of Investments***  
Provided administrative support for the CFO/SVP, VP Accounting and VP Investments including meeting minutes, financial report updating, process improvements, meeting preparation and calendar maintenance

**TAYLOR WINFIELD, INC., Dallas, TX** **2005-2008**  
***Executive Assistant to CEO/Office Manager***  
Assisted CEO and remote staff with launch meetings, interviews, search documentation, vendor maintenance, calendar maintenance and personal affairs.

References available upon request