

*JENNIFER C. BATES*  
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## Professional Summary

Consistently practices core values of integrity, discretion, and positive team building in various environments

### Office administration:

- Employee Time reporting
- Supply and equipment purchasing
- Budgets and forecasting/expense management adhering to corporate policies
- Monthly reporting including transaction research
- Expense submission and reimbursement
- Maintain outside vendor relationships
- Partner with Human Resources
- Team document updating, organization, management across shared servers

### HR management:

- Prescreening, phone and face-to-face interviews
- Schedule coordination across various departments
- Candidate domestic and international travel coordination
- Onboarding of new and exit interviews with departing employees
- Equipment and software procurement

### Travel and scheduling coordination:

- Heavy calendar management for management/team/lab members
- Appointment coordination with internal/external collaborators
- Excessive booking of conference/seminar travel both domestic and internationally
- Video/room conference scheduling across multiple locations

### Skills:

Time Tracker	IRIS	Passage Point	MS Office Suite
Share Point	WANDA system/EProcurement	Lawson	Concur

## EMPLOYMENT HISTORY

### **JACKSON Labs**                      **Farmington, CT**                      **12/2015 to present**

Office Administrator for the Director of Computational Sciences, the Director of Statistics, Analysis and Scientific Computing and their labs of 30 Postdoctoral Scientists

### **CIGNA HEALTH CARE**                      **Bloomfield, CT**                      **12/2011 to 07/2015**

Executive Assistant/HR Associate supporting Senior Directors and their departments

### **WELLS FARGO**                      **Charlotte, NC**                      **03/1996 to 10/2011**

Executive Administrative Assistant supporting the Vice President

## EDUCATION

### **BOCES**

Carmel, NY

Practical Nursing Degree