

## JENNY R. BONHAM

*SERVICE MANAGER*

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### Experience

January 2017 – Present | **Service Manager**

*Wheeler Commercial | Beaumont, TX*

- Care and scheduling of tenant maintenance issues
- Assist in vendor relationship management
- Follow office workflow procedures to ensure efficiency

January 2016 – December 2016 | **Administrative Assistant**

*Wheeler Commercial | Beaumont, TX*

- Answer telephone and greet walk-in clients
- Receive tenant payments
- Assist tenants with service issues

July 2005 – August 2006 | **Executive Assistant**

*RCS Investment | Dallas, TX*

- Assisted Real Estate Investor and CEO
- Handled all correspondence
- Created business and personal itineraries
- Arranged details for all staff and customer meetings

January 2000 – July 2005 | **Staffing Specialist**

*Manpower | Dallas, TX*

- Performed interviews and conducted resumé searches daily
- Met with department supervisors to determine workplace challenges and goals
- Placed well-qualified employees in an assortment of positions ranging from office administration to light industrial work

### Education

May 2016 | **Associate of Applied Arts and Sciences: General Studies**

*Tarrant County College | Fort Worth, TX*

### Skills/Qualifications

- Microsoft Office Suite
- Committed to seeing projects through to completion
- Able to quickly adapt to changes
- Outstanding communication and presentation skills
- Consistently upholds a positive attitude